

MASS.

TC40.2

R86/2/
978



312066 0270 7734 1



RULES
for
TRAINMEN
and other
EMPLOYEES
of the
RAIL LINES

August 7, 1978

BOOK NUMBER

2298

I hereby acknowledge receipt of Massachusetts Bay Transportation Authority Employees' manual of Rules for Trainmen and Other Employees of the Rapid Transit Lines and further acknowledge my duty and responsibility to read and thoroughly familiarize myself with all the rules presently contained therein or any amendments thereto or new rules which may be hereafter adopted and which pertain to the particular classification that I may have at any time as an employee of the Massachusetts Bay Transportation Authority.

I understand my responsibility for full compliance with all such rules and my obligation to return the manual, on demand, or when I cease my employment in the Transportation Department, Rail Lines Division.

I also understand that it is my responsibility to obtain an explanation from the proper sources of any rule or rules which I may not, at any time, fully understand.

Badge

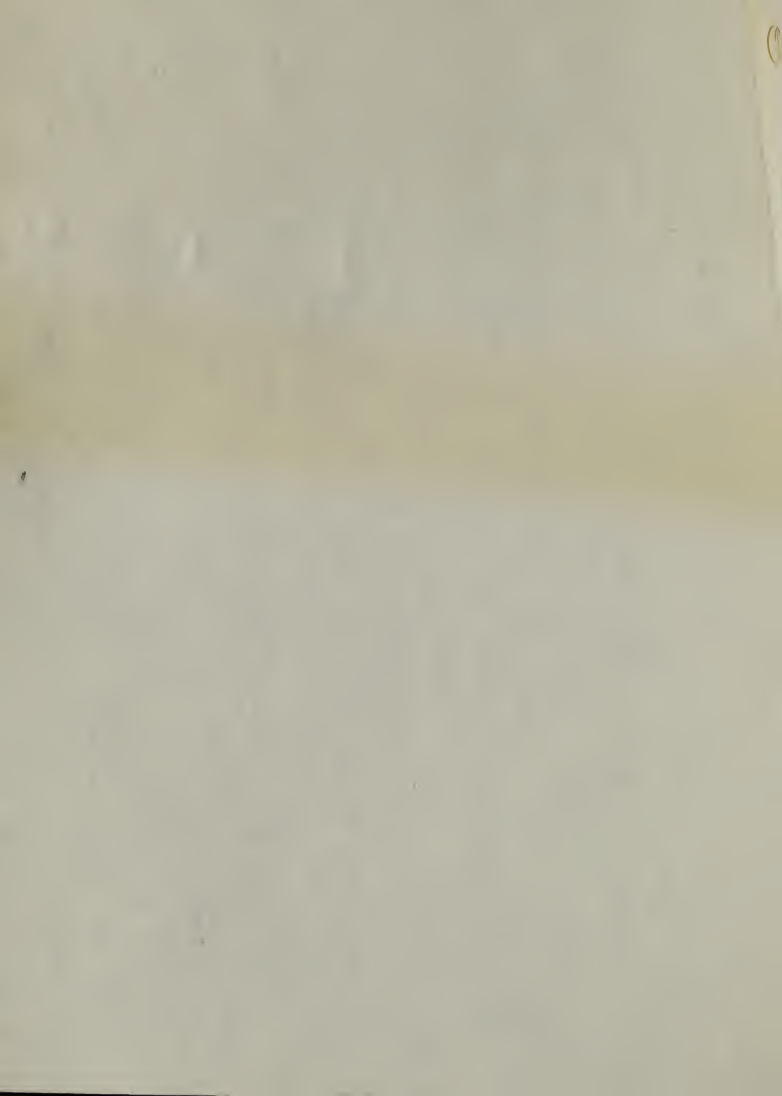
Name

Class.

Dept.

Location

Date



1900

1901

1902

1903

1904

1905

1906

1907

1908

1909

1910

1911

1912

1913

1914

1915

1916



RULES
for
TRAINMEN
and other
EMPLOYEES
of the
RAIL LINES

August 7, 1978



THE

LIBRARY

OF THE

UNIVERSITY OF

CHICAGO

MASSACHUSETTS BAY
TRANSPORTATION AUTHORITY

The good will and friendship of the residents of the cities and towns served by the Authority are its most valuable assets. The judgement of these residents is based largely on the impressions made by the manner in which each and every employee performs his work.

OBEDIENCE TO RULES is essential to SAFETY. Employment by the Authority is an assurance, on your part, of your willingness to obey these rules at all times. Failure to do so can result in the imposition of discipline.

It is your duty and responsibility to read and become thoroughly familiar with the sections containing the General, Accident, Safety and Fire Prevention Rules and the rules pertaining to your particular classification. If there is anything in these rules which you do not understand, please be mindfull of your obligation to ask the proper authority for an explanation.

Robert L. Foster
Chairman & Chief
Executive Officer

BOARD OF DIRECTORS —

Robert L. Foster, Chairman & Chief Executive Officer
Richard Buck
Guido Perrara
Clair Barrett
Theodore Landsmark

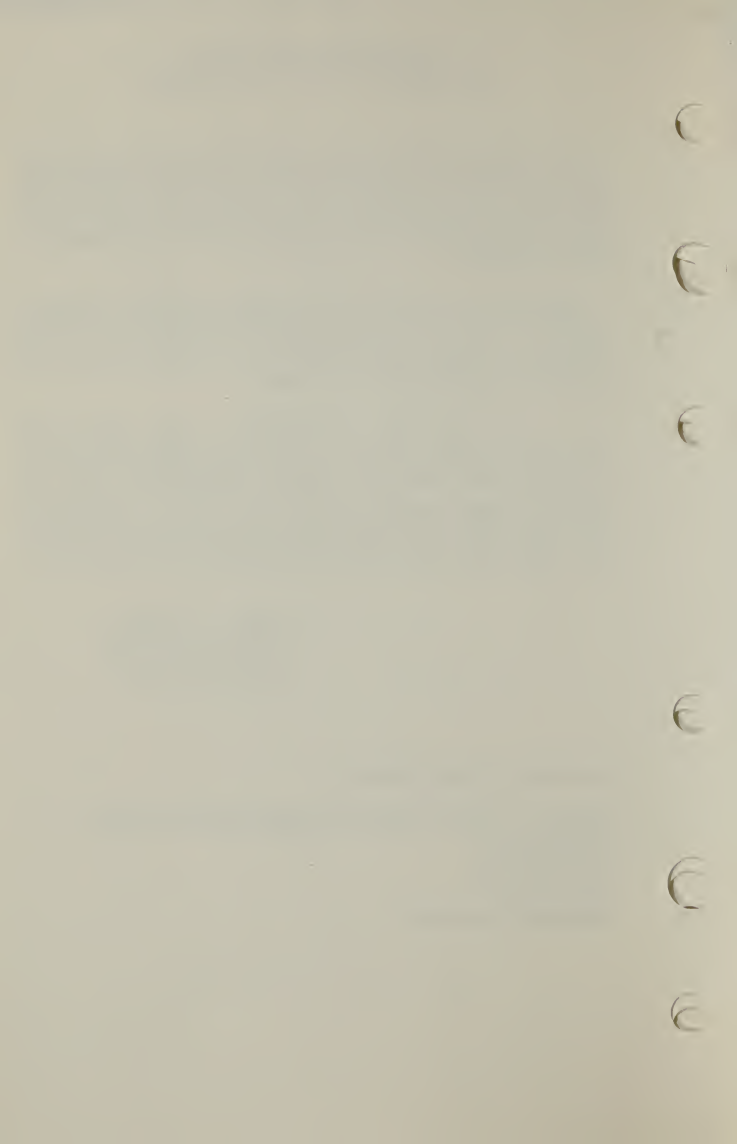
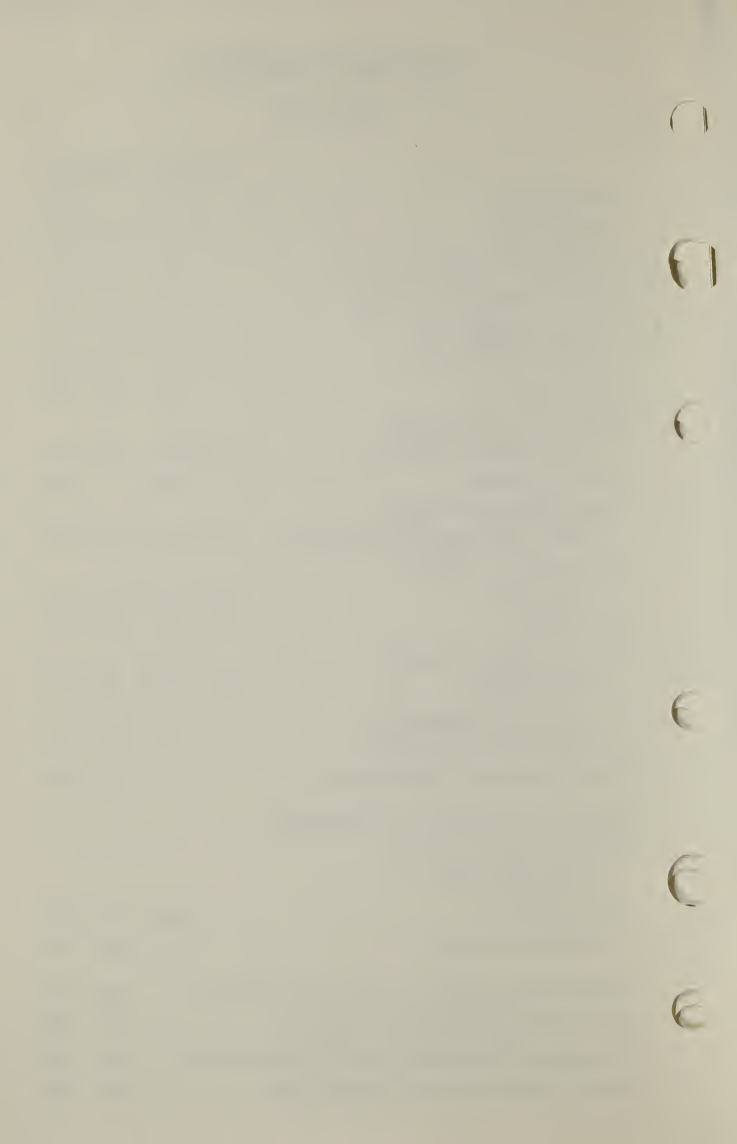


TABLE OF CONTENTS

By Sections

	<i>Rule No.</i>	<i>Page No.</i>
General Rules	1 - 49	1 - 18
Accident Rules	50 - 53	19 - 21
Signal Rules for All Employees	54 - 60	22 - 33
Rail Line Train Service Rules	61 - 76	34 - 41
Additional Rules for		
Rail Line Motormen	77 - 86	42 - 48
Yard Motormen	87	49 - 50
Rules for Collectors and		
other Station Attendants	88 - 97	51 - 57
Rules for Porters	98	58
Special Rules for Master		
Control Operators and Towermen ...	99 - 106	59 - 61
Movement of Trains by		
Train Orders	107 - 109	62 - 63
Safety Rules	S-1 - 19	64 - 65
Fire Prevention Rules for		
all Employees	F-1 - F-12	66 - 67
Procedures In Emergencies		
Involving Fire Department	112	68 - 71
Rail Line Facility Identification		72 - 74
Rules and Procedures For Operating		
In-Cab Signal Territories		
of the Rail Lines		
Operating Rules	1 - 60A	76 - 80
Operating Procedures	1 - 14	81 - 93
Radio Communications Rules and Procedures		94 - 97
Electric Pnumatic Coupler Operation		98 - 100
Emergency Procedures for Rail Line Employees ...		101 - 121
Hand, Flag, Lantern and Safety Rules		122 - 128



GENERAL RULES

1. KNOWLEDGE OF RULES

(a) EMPLOYMENT WITH THE AUTHORITY BINDS THE EMPLOYEE TO COMPLY WITH ALL RULES AND REGULATIONS, AND SPECIAL AND GENERAL ORDERS AND BULLETINS, AND IGNORANCE OF THEM WILL NOT BE ACCEPTED AS AN EXCUSE FOR NEGLIGENCE OR OMISSION OF DUTY. VIOLATIONS WILL RESULT IN THE IMPOSITION OF DISCIPLINE.

(b) All employees whose duties are prescribed by these rules shall be furnished with a copy of them.

(c) Employees are required to be familiar with the rules governing all ratings held or to be held by them, and with special and general orders and bulletins.

(d) All bulletins and special orders must be examined daily for special instructions.

(e) If in doubt as to the exact meaning of any rule, special or general order or bulletin, an employee must apply promptly to a supervisory official for interpretation, information and instruction.

(f) All violations of the rules, special or general orders or bulletins must be promptly reported.

2. PERSONAL APPEARANCE AND UNIFORMS

Employees must be clean and neat in appearance and must conform to the following regulations regarding uniform:

(a) Employees must wear the prescribed regulation uniform when on duty, including regulation badges where required.

(b) Crushing of hats in the so called "Air Force style" will not be allowed. Any hat lost, stolen or damaged due to negligence must be replaced at the employee's own expense.

(c) Mixing of uniforms is not permitted. The basic blue uniform must be worn at all times consisting of the following:

MALE

Shirt
Pants
Hat
Tie (except with
short sleeve shirt)

FEMALE

Blouse
Slacks
Hat
Scarf

(d) Personal clothing is not to be substituted for parts of uniform.

(e) A long sleeve shirt requires a tie, whether worn with or without a coat or outercoat.

(f) Long sleeves must not be rolled back.

(g) Shirt tails must be tucked into pants.

(h) Short sleeve shirts and blouses may be unbuttoned at the collar only, and may be worn without coat or tie, weather permitting.

(i) When any uniform coat or jacket is worn over the basic uniform, a tie is required.

(j) Flat heeled shoes will be worn for safety purposes. Sandals and sneakers will not be worn.

(k) Regulation sweater is the only sweater which may be worn.

(l) Employees may not wear buttons, badges, or other insignia other than those prescribed as part of the regulation uniform, except by permission of the Authority.

(m) Hat and badge must be worn at all times when employee is on duty except in the following cases:

— Guards in cab operation; however, they must have a hat and badge with them at all times.

3. EXAMINATION OF FITNESS

Employees must pass physical and written examination required by the Authority during their term of service.

4. COURTESY

(a) Employees must treat all passengers with courtesy, avoid any argument and exercise patience, forbearance and self-control under all conditions.

(b) Employees must be attentive and helpful to passengers, without being officious or offensive.

(c) Employees must not make threatening gestures nor use loud, uncivil, indecent or profane language, even under the greatest provocation.

(d) Badge number and name must be given on request of a passenger at any time and in such a manner as not to give offense.

(e) Discriminatory treatment of any person using the services of the MBTA on account of that person's race, color, religious creed, or lack thereof, sex, national origin, ancestry, blindness, deafness, or any other classifications coming under the definition of "handicap" will be subject to severe disciplinary action.

5. OBEDIENCE TO ORDERS

(a) Employees must willingly and respectfully obey all orders of those in authority. When working in, or passing through any section of the system, they must obey the orders of the officials of that section.

Under no circumstances is any employee to refuse to follow directions and/or orders given by a supervisory employee or official. The employee must comply with directions and/or orders and resort to grievance procedure outlined in the collective bargaining Agreement for the resolution of any disputes.

(b) Insubordination and/or disrespect to Officials or other employees, either by manner, speech, or otherwise, will not be tolerated and will result in severe disciplinary measures.

6. PROHIBITED ACTS

The following Acts are Prohibited.

(a) Violations of Criminal Laws and/or Conviction of a Felony on or off the Authority's Property.

(b) Drinking intoxicating liquors and/or using narcotics of any kind while on duty and during any break in regular working hours or overtime work. Violations will result in severe discipline.

(c) Reporting for duty at any time in unfit condition after drinking or under the influence of liquor or using or under the influence of narcotics. Violations will result in severe discipline.

(d) Carrying intoxicating liquors or narcotics on or about the person when reporting for duty or while on duty.

(e) Habitual or excessive use of liquor or any use of narcotics.

(f) Excessive absenteeism and/or falsifying sickness.

(g) Committing illegal, immoral or indecent acts on or off the Authority's property.

(h) Leaving assigned work location.

- (i) Falsifying any statement or records.
- (j) Abusing, destroying, damaging, stealing or defacing property, tools or equipment of the Authority or that of others.
- (k) Gambling in any form while on Authority property.
- (l) Improper use of Authority vehicles.
- (m) Any boisterous whistling, shouting or conduct while on duty.
- (n) Smoking, chewing tobacco or spitting while in passenger vehicles.
- (o) Reading any printed material or playing radios, television or eating or drinking while in passenger service.
- (p) Carrying or storage of fire arms at any time while in service or on duty on the Authority property or on route to and or returning from work locations, unless expressly authorized to do so in writing by an Official of the Authority.

7. CHANGE OF ADDRESS, TELEPHONE NUMBERS OR NAME

- (a) Employees must promptly notify the District Supervisor and/or the Superintendent of any change of address or telephone number.
- (b) Change of employee's name by reason of marriage, court decree or otherwise must be reported to the Superintendent's office before working under the new name.

8. ASSIGNMENT OF WAGES

The assignment of wages or the signing of any paper similar in effect is forbidden. Employees are expected to conduct their personal, financial affairs so as to avoid having creditors contact the Authority or having their wages trusted or otherwise attached.

9. RELIABLE WATCH

Motormen and guards must carry reliable watches and keep them adjusted to the correct time. They will be held responsible for the close observance of the scheduled running time.

10. EXCLUSIVE SERVICE

- (a) An employee must not engage in other employment

during leave of absence. (except by written permission from the Chairman or his designee.)

(b) An employee shall not engage in any outside trade, occupation or business which interferes with the regularity of their work or proper performance of their duties with the Authority.

11. LEAVING THE SERVICE

(a) Employees wishing to resign must give at least one week's notice to their Superintendent in writing.

(b) Upon leaving the service, they must return all property of the Authority and receive any deposits made on the same.

12. REPORTING FOR AND REMAINING ON DUTY

Employees must report for and remain on duty as directed, unless excused by proper authority. (See also Rule 15, General Rules).

13. EXCHANGE OF DUTIES

Employees must not engage substitutes to perform their duties nor exchange duties without proper authority.

14. ABSENCE FROM DUTY

(a) Employees must report for duty on time, unless excused for good cause by proper authority.

(b) Employees desiring to be off or to return to work must notify the Train Starter on the prescribed blank before 10:00 AM on the day previous to that on which they desire to be off or to return to work.

(c) Employees absent from duty on account of sickness must immediately notify the official in charge. If an employee is not able to personally notify the official in charge, or in case an employee is hospitalized or has a change of address, the employee must have someone notify the official in charge. Such notice must be given during illness or any temporary or permanent hospitalization or change of address.

(d) Employees absent from duty on account of disability must keep the official in charge advised of their condition, and whereabouts, and probable date of return, when known, at least every two (2) weeks during the period of absence.

15. EMPLOYEES TO BE RELIEVED

(a) Employees who are to be relieved must remain on duty until a relieving employee has taken charge, and shall instruct the relieving employee concerning all conditions which are or may be abnormal.

(b) If relieving Motorman or Guard does not report in time to make the regular trip, the employee to be relieved shall continue the run until he is relieved, and shall instruct the relieving employee concerning all conditions which are or may be abnormal.

16. PROTECTING THE AUTHORITY'S PROPERTY

In case of damage or danger to the Authority's property at any time, employees, when on duty, must make reasonable efforts to protect it. When off duty, but present in the area involved, they should make a similar reasonable effort to protect such property.

17. INSTRUCTING EMPLOYEES

Employees instructing others must give attention, at all times to the learner or to an employee being reinstructed, and assume the responsibility to see that the learner or employee being reinstructed has full control of the vehicle at all times.

18. PERSONS AUTHORIZED TO OPERATE VEHICLES

Employees must not allow anyone to operate their vehicles except those duly authorized to operate same.

19. UNNECESSARY TALK AND CONDUCT

(a) To insure safe operation of vehicles, employees operating them or in charge of them must not engage in unnecessary conversation nor engage in any form of fooling or distraction with passengers or other employees.

(b) Motermen and guards must not allow any unauthorized person to ride in their cabs.

20. COLLECTIONS AND SOLICITATIONS

The collection or solicitation of money from employees is forbidden unless special permission is granted by the appropriate authority.

21. TELEPHONES

Authority telephones must not be used except on Authority business and call preference must be given to business pertaining to the movement of passenger vehicles.

Blue lights in subways or tunnels indicate a telephone at that location.

22. ASSISTING PASSENGERS

All reasonable requests for help shall be honored politely and cheerfully, including all cases where it is obvious that reasonable assistance is required in getting on or off passenger vehicles, and getting in or about stations and platforms, by the elderly, infirm, crippled or blind.

23. INFORMATION TO PASSENGERS

Employees must be familiar with points of interest in Boston and vicinity and be able to give passengers directions to streets, parks, connecting lines, stations, public buildings, large stores, hospitals, theatres, airport, and similar institutions and points of interest.

24. CLEAR PASSAGEWAY

(a) Employees should politely and persistently request standing passengers to move toward the less occupied space in passenger vehicles in order that more passengers may board and a passageway may be kept clear for passengers desiring to board or alight.

(b) Doorways, aisles and passageways must be kept clear of all obstructions, such as large bundles, bags, suitcases and the like.

25. DOGS

(a) Dogs may be permitted to enter stations and passenger vehicles, provided they are leashed or carried and are not permitted to annoy any passenger or occupy seats.

(b) Seeing eye dogs guiding blind persons are permitted in stations and upon passenger vehicles.

26. LOST ARTICLES

(a) Once an employee takes possession of a lost article, he

must deliver the same to the proper official of the Authority, unless he is satisfied beyond any doubt that a claimant is the rightful owner after identification of the claimant by means of driving license, auto registration, charge account card, and the like, and if article is a pocket book, bill fold or purse, and the contents are apparent or are indicated by a label or by a description of the contents, he may similarly release the article to the claimant. In all cases where the employee is not satisfied beyond any doubt that the claimant is the rightful owner, he must not give up possession of a found article to a claimant, and all inquiries relative to such article must be referred to the proper official.

(b) In instances where articles are found by passengers, name and address of person finding article must be stated on lost article tag.

(c) All articles found by an employee in a passenger vehicle, or upon the property of the Authority, or when found by a passenger and given to an employee, must be delivered to the proper official as soon as possible, and the employee turning in such articles must fill out and turn in a lost article tag and obtain receipt.

(d) Information regarding content or description of article found must never be given to anyone other than a Supervisor, and all persons making inquiries regarding lost article or claiming the same before they have been turned in, shall be referred to the Supervisor's Office, or to the Official in charge of the station from which the passenger vehicle is operated.

(e) In the event that a person not in the service of the authority finds an article on a passenger vehicle or on the premises of the Authority and refuses to turn over the article found to the employee, the employee concerned must fully inform such person of the rules and politely make a request for the surrender of the article and for the name and address of the finder. If the finder declines to surrender possession, the employee must endeavor to secure such finder's true name and address and to obtain a full description of the article and the contents, and if possible, to secure the names of all available witnesses and make a written report to the Superintendent.

(f) For any article of value (money-jewelry, etc.) the official at the location must fill out the prescribed form #OPS-57,

in duplicate and forward same with the article to the Cashier's Office in the Treasurer Comptroller's Department as soon as possible.

27. CARRYING OR USE OF RESTRICTED ARTICLES BY PASSENGERS

(a) Employees shall not knowingly allow any person to carry into any station or into or upon any passenger vehicle, articles of inflammable or explosive nature, such as gasoline, pure alcohol, gun powder, dynamite, fire works, uncovered oil or grease containers or other articles of a similar nature which may cause accidents, soil clothing or seriously inconvenience passengers.

(b) Extra large or very bulky articles, such as bicycles, etc., which may endanger or inconvenience passengers, should not be allowed into any station or upon passenger vehicle.

(c) Employees should not allow articles to be placed in any position on a passenger vehicle which might interfere with the safe operation of the vehicle and the safety and convenience of passengers.

(d) Employees must never take charge of, or become responsible for, any article brought into any station or upon any passenger vehicle, except lost articles and articles pertaining to the Authority's business, such as Authority mail.

28. HEATING AND AIR CONDITIONING

(a) Except on vehicles in which the heat is thermostatically controlled, employees will adjust heater switches in accordance with special heat control instructions.

(b) The motorman is responsible to see that the temperature control switch is activated.

(c) In case of any defect in heaters or air conditioners, switches must be turned off immediately and a prompt report made to an official.

29. VENTILATION

Where possible to do so, employees will adjust windows consistent with weather conditions, especially upon the request of passengers.

30. SEATS

(a) Employees should not allow passengers to put their feet on the seats or allow children to stand on them.

(b) Employees must not occupy seats when passengers are standing due to lack of seats.

31. SMOKING

(a) Smoking by passengers or employees is not permitted in any passenger vehicle or in restricted areas.

(b) Employees must be watchful to detect violations of these regulations and when smoking is observed, must announce "No Smoking Please," and, if necessary, a request to stop smoking must be made to the individual observed.

32. NEWSBOYS AND PEDDLARS

Newspapers, periodicals or any articles of merchandise shall not be sold in stations or upon any passenger vehicle, except when authorized.

33. ADVERTISING CARDS, DISTRIBUTION OF PRINTED MATTER, SOLICITATION OF ALMS

(a) No advertisements are permitted in the passenger vehicles except those placed in the car racks or frames by authorized persons.

(b) Employees must see that such advertising cards are not disturbed, soiled or mutilated.

(c) The display or distribution of notices, cards or other printed matter not officially authorized by the Authority shall not be permitted in the lobbies, in passenger vehicles, or within station areas, or in or on other property or vehicles of the Authority.

(d) Employees must not allow the soliciting of alms in stations or upon passenger vehicles.

34. INTOXICATED OR DISORDERLY PERSONS

(a) Persons who are visibly intoxicated, disorderly or obnoxious must not be allowed to enter any station or board any passenger vehicle. If, however, an intoxicated person has entered a station or boarded a passenger vehicle, without his or

her condition having been noticed, such person may be carried to his or her destination, where care should be taken that such person is left in a safe place. Should such person's action or condition in any way interfere with the operation of the vehicle or be complained of by any other passenger or passengers, the person should be ejected. In the case of a complaint or complaints, care must be taken to secure the name and address of person or persons complaining.

(b) In all cases, employees must avoid exciting or aggravating passengers and shall quietly and civilly request a disorderly or obnoxious person to discontinue such conduct. In no case must ill temper be displayed or harsh language used.

35. EJECTIONS

(a) Ejections from stations or passenger vehicles should be made only after all other reasonable means to restore order have been tried and have failed. Except in cases of emergency, ejections should be made in the presence of or with the assistance of a police officer, or a street railway police officer, whenever possible. Employees should obtain the name and number of the officer and the names and addresses of witnesses and a report made to Central Control followed by a written accident report.

(b) In all such cases, ejections shall be made by the employee with such assistance as is available, and by using only such force as is sufficient to expel the offending passenger, with reasonable regard for the person's safety and the safety of other passengers.

(c) Passengers must not be ejected at any place where it is dangerous to do so, or where they are apt to be injured by reason of being left in such a place. Extra care must be observed, in cases of ejection during inclement weather, late at night or when a passenger is intoxicated.

36. REPORT OF EJECTION

A full report must be made out in all ejection cases with the same care and on the same form that is used in reporting accident cases. It is equally important that the names and addresses of witnesses be obtained, particularly the name and badge number of any police officer who may be present, making or assisting in an arrest in an ejection case.

37. KNOWLEDGE OF TIMETABLES

Employees are responsible for having an accurate knowledge of the Schedule Running Time and Timetables of all lines upon which they are required to operate.

38. KNOWLEDGE OF EQUIPMENT

Employees must have a sufficient knowledge of the mechanical and electrical equipment on vehicles on which they are employed so that they may overcome minor defects. Employees must apply to proper authority for instructions in any matter in relation to remedying minor defects which they do not thoroughly understand.

39. CONDITION OF PASSENGER VEHICLES

Employees must determine that the vehicles in their charge are in proper condition for service at all times.

Before operating any vehicles equipped with a cab signal emergency bypass switch, the Motorman must determine that the switch is sealed in the OFF position. If the bypass switch is not properly sealed, the Motorman must report this to the Train Dispatcher immediately and await instructions.

40. REPORTING DEFECTS, UNUSUAL SOUNDS, INDICATION OF FIRE

(a) All defects and/or unusual sounds or indications of fire noted on or in operating vehicles, tracks, signals, wires, in or near the stations or on other equipment or property of the Authority, or smoking manholes or cables in or near stations, must be promptly reported to the motorman or the official in charge and to the Train Dispatcher. (For Fires, see Fire Prevention Rules and Rule 112).

(b) After reporting as required in (a) above and upon being relieved thereafter, the employee must advise relieving employee of defect and/or unusual sounds noticed.

Motorman and Guard will also be responsible to notify the Inspector or Starter and the Train Dispatcher of all defects in equipment.

It is of utmost importance that all supervisory personnel report by radio or telephone as soon as possible all unusual occurrences affecting the movement of M.B.T.A. vehicles, whether in service or being taken out of service, to the Surface or Rail Lines, Dispatcher, whichever is applicable.

A written report on the proper form must follow up the original oral report.

Failure to observe this rule could result in the imposition of discipline.

FIRE EXTINGUISHERS — See Rule #111.

41. CARE FOR PERSONS ON OR NEAR TRACKS

(a) Persons authorized to be on the right-of-way in any subway or tunnel must use safety equipment as prescribed and exercise utmost care at all times for their own safety as well as that of others. Any violations must promptly be reported.

(b) No persons, unless properly authorized, shall be permitted to walk upon tracks in subways, elevated structures or upon tracks on private right-of-way, nor to enter any rapid transit towers. After authorization is obtained, such persons must notify the Train Dispatcher for Rail Lines of the location in which they will be present or working, who will, in turn, notify the appropriate official, who, in turn, will notify the employees concerned.

(c) The speed of all trains must be **RESTRICTED TO SIX (6) MILES PER HOUR** when approaching and passing through areas where there are workmen or others on or near the tracks, when approaching and passing by or over all excavations near or under the tracks, when approaching and passing through track repair or renewal areas.

(d) When it becomes necessary to signal a train to stop, the person giving such signal must continue to do so until answered by the Motorman by sounding two short blasts (see Rule 70).

(e) Motormen must use extreme caution when approaching and passing persons on the structure or in the subway or tunnels or upon private right-of-way and **RESTRICT SPEED TO SIX (6) MILES PER HOUR**.

(f) If, at the same time, two trains are about to pass a person who is on a walk near or in a space between tracks, both trains must come to a full stop, and neither train shall pass such person until he is known to be in a position of safety.

(g) All persons walking or working upon or near the tracks must face approaching trains and give the "ALL RIGHT" signal (waving the hand above the head) to Motorman as a notification that they are aware of the approaching trains. The "ALL RIGHT" signal must be answered by Motorman by sounding two short (2) blasts of horn or whistle. If the "ALL RIGHT" signal is not given, Motorman will call for it by sounding four (4) short blasts of horn or whistle and must be prepared to stop.

(h) In subways, tunnels and on structures during darkness, individuals must protect themselves by carrying a lighted lantern or flashlight at all times and upon the close approach of a train in subways and tunnels, must step into the nearest niche in the wall or into a safe place on the structure. The Motorman must be given the "GO AHEAD" signal (moving lighted lantern or flashlight up and down). If for any reason it is impossible to reach a position of safety the "STOP" signal must be given (moving the lighted lantern or flashlight to and fro across the track).

(i) Where necessary, employees should protect themselves and others by a "SLOW" flag or lighted lantern colored yellow, or a "STOP" flag or lighted lantern, colored red, or with both "SLOW" and "STOP" flags or lighted lanterns, and such other devices which are authorized to be used for protection purposes.

(j) Employees having occasion to work on or about tracks are instructed that trains may be backed short distances in stations. In such cases, employees working in station pits must guard against getting into a dangerous position behind any train. The indication that a train is about to be backed up is the sounding of three (3) short blasts of the horn or whistle.

42. OBSTRUCTION OF TRACK AND USE OF SIGNAL DEVICES

(a) Anything that might interfere with the safe operation or passage of trains is an obstruction. Employees must never

obstruct the track in any way without first conspicuously displaying between the running rails a danger signal (red flag or red lighted lantern) at least 500 feet in approach of the obstructed point, or at a greater distance, if necessary. A yellow flag or yellow lighted lantern must be displayed at least 500 feet ahead of red flag or red lighted lantern and be placed to the right of the running rail.

In the event that there is an obstruction located less than 1,000 feet beyond a station, in the direction of approach, a red flag or red lighted lantern must be displayed to the right of the running rail at the end of the station platform nearest the obstruction and a yellow flag or yellow lighted lantern must be displayed to the right of the running rail 500 feet from the point of entry of the station in the direction of approach. In the event that there is no station platform to the right in the direction of approach, then the red flag or red lighted lantern shall be displayed to the right of the running rail in the direction of approach to the obstruction, opposite the end of the platform.

(b) If for any reason it is necessary to reduce the usual speed of trains at any place, a yellow flag or yellow lighted lantern must be displayed about 300 feet in approach of the place concerned and to the right of the running rail. Between the flag or signals, the rate of speed must not exceed 6 miles per hour.

43. FAILURE OF POWER

(a) If power leaves the third rail or trolley wire, Motermen must stop their trains, set brakes, hand brakes, and turn on light circuit.

(b) Trainmen must never leave their respective places nor allow passengers to disembark when a failure of power occurs, except when it is absolutely necessary.

(c) When the lights show that the current has returned, trains may be started when safe to do so.

(d) Trains must not all be started at one time, but only at such intervals as will not overload the feeder line.

44. HAND THROW TRACK SWITCHES

(a) Employees having to use crossover switches at points not interlocked must first receive order to do so from the

Superintendent, Train Dispatcher or other authorized official and shall be responsible for switches being properly set and locked before allowing a car or train to pass over same.

(b) Whoever opens or unlocks a switch shall remain at the switch until it is closed and locked, or until he is relieved by some other competent employee prior to the time when the switch is to be closed and locked. Upon such relief, he will notify the relieving employee that the switch is open or unlocked. Then said relieving employee shall be responsible for the closing and locking.

45. SPEED AND SLOW SIGNS

(a) Speed restrictions and running time schedule must be adhered to as closely as possible.

(b) Speed signs, consisting of the letter "S" and figures underneath indicating miles per hour are displayed at the right of the track, at curves and other points to denote maximum rate of speed at which trains may be operated, if operating conditions permit.

(c) At points where speed reductions are indicated, the entire train should pass before speed is increased. Head end signs, consisting of the letter "H" over figures denoting the number of cars in trains, indicate position of head car when rear car has cleared.

(d) At locations where speed control signals have been installed, Motormen must regulate speed of train in accordance with signs displayed and take care not to increase speed too soon or snap rear cars around curves.

(e) When approaching a place where a "slow" sign is displayed, Motormen must gradually reduce the train speed so that the speed of the train will be no greater than the RESTRICTED SPEED OF 6 MILES PER HOUR when the train arrives at the area displaying a "Slow" sign. The rate of speed must not exceed SIX MILES PER HOUR within the limits of the "Slow" signed area.

46. INCLEMENT WEATHER

During fog, heavy rain, sleet, or snow storms, passenger

vehicles must be operated at such a speed and with such precaution that they can be stopped in time to prevent collisions.

47. SLIPPERY RAILS

(a) Power on passenger vehicles must be applied so as to prevent spinning of wheels.

(b) Caution should be used when applying brakes to prevent wheels from skidding. If wheels commence to skid, brakes must be released and reapplied.

48. WORK TRAINS

(a) Train orders, directing the movement of work trains, will be issued by the Authority and over the signature of the Superintendent. The rights conferred by such orders must never be exceeded. Each member of the train crew will receive a copy of train orders. Orders restricting the rights of trains must be signed by all persons to whom addressed.

(b) The Motorman shall be in charge of and held responsible for the safe operation of a work train. He must make no move until assured that it is safe to do so. After using a hand throw crossover, he must make certain that it is locked in Normal position before proceeding.

(c) One or more trainmen to act as flagman or flagmen will be sent with every work train. He, or they, will receive orders as to duties and position from the Motorman.

(d) When the Motorman is operating from any position except the front end of the forward car, he must station a lookout on the front end of the train, whose duties shall be to watch the track, signals, and switches ahead and keep the Motorman informed as to the safety of proceeding ahead.

(e) When necessary an intermediate lookout shall be placed between the front end of train and the Motorman to repeat the head lookout's signal to the Motorman.

(f) Motorman must set handbrakes, and keep brake valve handle in pneumatic service position when train is parked at areas where men are working.

(g) After 5:00 AM or earlier, if specified, work trains shall be run only in the normal direction of traffic and must be governed by the block signal system, unless the train crew are given additional orders. If additional orders are necessary, they will be given by the Train Dispatcher.

49. INJURY TO EMPLOYEES

(a) Any injury to employees, no matter how slight, must be reported orally as soon as possible to the official in charge and must be followed by a written report.

(b) Any employee who is injured during paid time and does not report for diagnosis and/or treatment to a medical or hospital facility, will not be reimbursed for time lost as a result of such injury. When possible, such injured person should not leave his job until authorized by the proper official.

ACCIDENT RULES

50. SAFETY OF PASSENGERS

(a) The safety of passengers is our first consideration. All employees are required to exercise constant care to prevent injury to persons or property and in all cases of doubt to take the safer course.

(b) Before closing doors of passenger vehicles, be sure that no passengers are about to alight or board.

(c) Permit no person to ride or stand on the outside of passenger vehicle or sit upon station platforms or floors. If, after a courteous warning, a person persists upon riding in a prohibited place, such person must be removed from said prohibited place before allowing vehicle to proceed.

(d) Passengers on Rail Lines trains must not be allowed to pass from one car to another except in case of emergency, and never when car is in motion. When necessary to transfer passengers from one car to another, Guard must stand between cars to assist.

51. ASSISTANCE

(a) In case of accident, however slight, involving persons or property in connection with the Authority's service, employees, whether on duty or not, must at once render all needed assistance, procure as many witnesses as possible, and obtain such other information as may be necessary to make out complete accident report. If any witnesses are employees, their occupation and badge number must be given.

(b) In cases of serious personal injury or on request of injured party, employee will summon police or hospital ambulance.

(c) In case of an accident on a passenger vehicle, station platform, escalator, stairway, passageway, turnstile, passimeter, or at any other location where the condition of the place or the equipment is involved an employee must obtain as many witnesses as possible, ask them to examine the location or equipment where accident occurred and inquire as to their observation.

52. REPORTING OF ACCIDENTS

(a) An oral report of all accidents or unusual occurrences

must be made at once to the Station Official or to the Train Dispatcher as soon as possible and not later than the completion of that day's work.

(b) In case of serious accident or delay, any employee, whether on duty or not, must promptly notify the Train Dispatcher.

(c) When two or more trains are involved, reports must be made by the crew on each train. Accidents at stations in which a train is involved must be reported by the Station Official, and also by the crew concerned.

(d) All disputes, ejections, or disturbances of any kind must be reported in the same manner as accidents.

(e) Any employee having, or learning of, information of value to the Authority in regard to an accident must report fully in writing all such information to his Superintendent.

(f) Employees must not act upon the suggestion of an injured or aggrieved person not to make a report of an accident, but must make a full and complete report.

(g) Employees must carry a sufficient number of clean card forms designated for recording the names and addresses of persons who are witnesses to, or render assistance at an accident, make out reports in their own handwriting, and turn in all original notes and memoranda, including such objects as nuts, bolts, stones, or any other missile or object involved in an accident, together with completed accident report forms.

(h) In making out reports in which doors, stairs, elevators, escalators, turnstiles, passimeters, and the like are concerned or mentioned, employees must always give the letter or number appearing on same.

53. INFORMATION TO PROPER PERSONS

(a) No employee shall, under any circumstances, give any information whatever concerning any accident to any person, except to officials of the Transportation Department and to representatives of the Claims Section who show proper credentials.

(b) Accident reports and names of witnesses are confidential information and must never be communicated to an unauthorized person.

(c) Employees must not visit an injured person not

employed by the Authority nor go to the residence of such injured persons.

(d) Employees must advise passengers as to the general cause and probable duration of any delay.

SIGNAL RULES FOR ALL EMPLOYEES

54. RESTRICTED SPEED

Whenever the term "RESTRICTED SPEED OR SLOW SPEED" is employed in the text of the Rule Book, it shall have the following meaning: Proceed at a speed NOT EXCEEDING SIX (6) MILES PER HOUR: the Motorman must watch for a broken rail or a switch not properly lined and must stop his train short of a car, train or other obstruction.

55. OBSERVANCE OF SIGNALS

(a) Motormen will be held to a strict observance of the indication given by automatic block and interlocking signals; also by hand, flag or lantern signals.

(b) At locations where interlocking signals and switches have been installed, Motormen must thoroughly understand and obey all instructions governing operations.

(c) The use of automatic block signals in no way relieves the Motormen from exercising the greatest care and vigilance.

56. HAND, FLAG AND LANTERN SIGNALS AND SAFETY CONES

Where signals are given by Flagmen:

(a) Employees engaged in flagging work must provide themselves with a whistle, the proper flags or lighted lanterns for signalling, hand, flag, lantern and safety cone signal safety rules book and safety vests. The whistle is to be used to warn crews of approaching trains and the flags or lanterns are to be used for required signalling.

(b) Flags or lanterns must not be attached to signals or signal masts.

(c) Signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is a doubt as to the meaning of a signal or for whom it is intended, it must be regarded as a STOP signal. If signal disappears from view, the train must be STOPPED IMMEDIATELY, and then proceed at RESTRICTED SPEED. (proceed, prepared to stop short of a car, train or other obstruction and watch for broken rail or switch not properly lined, NOT EXCEEDING SIX (6) MILES PER HOUR), until it is determined that the rail is cleared.

(d) Red flag or lighted red lantern means — STOP.

(e) Green flag or lighted green lantern means — PROCEED.

(f) A Yellow flag or "Men Working" sign, or safety cones by day, or a yellow light by night, placed by the side and at the right of track, indicates that the speed must be RESTRICTED TO SIX (6) MILES PER HOUR and not increased until a point is reached where a Green flag or Green lantern is displayed at right of track.

(g) Any violent motioning by anyone on or near the track is a signal to STOP.

(h) Moving the hand, flag, lighted lantern or flashlight to and fro across the track means STOP. A flag or lighted lantern, of any color, or safety cone placed on the track between the rails means STOP.

(i) Waving the hand above the head means ALL RIGHT.

(j) Moving the hand, flag, lighted lantern or flashlight up and down means PROCEED. A Red flag or lighted Red lantern must NEVER be used to give the PROCEED SIGNAL.

(k) Swinging the hand, flag, lighted lantern or flashlight in a circle over the head means BACK UP.

57. COLOR SIGNAL ASPECTS AND INDICATIONS FOR RAIL LINES EXCEPT WHERE THE "IN-CAB SIGNAL" RULES APPLY.

(a) INTERLOCKING

(1) Red over Red — Stop.

(2) Red over Red over Yellow — Proceed at RESTRICTED SPEED. (Proceed, prepared to stop short of a car, train, or other obstruction and watch for broken rail or switch not properly lined, NOT EXCEEDING SIX (6) MILES PER HOUR.)

(3) Red over Yellow — Proceed at RESTRICTED SPEED. (Proceed prepared to stop short of a car, train or other obstruction and watch for broken rail or switch not properly lined, NOT EXCEEDING SIX (6) MILES PER HOUR.)

(4) Yellow over Red — Proceed, prepared to stop at next signal.

(5) Red over Green — Proceed at authorized speed.

(6) Green over Red — Proceed at authorized speed.

(b) DWARF SIGNALS

(1) Red — Stop.

(2) Yellow — Proceed at RESTRICTED SPEED. (Proceed, prepared to stop short of a car, train or other obstruction and watch for broken rail or switch not properly lined, NOT EXCEEDING SIX (6) MILES PER HOUR).

(c) AUTOMATIC BLOCK SIGNALS

(1) Red — Stop and then proceed in accordance with Rule #59.

(2) Yellow — Proceed, prepared to stop at next signal.

(3) Green — Proceed at authorized speed.

(d) LUNAR WHITE SIGNAL ASPECT IN COMBINATION WITH YELLOW INDICATES A SPEED CONTROL SIGNAL. MOTORMEN MUST OPERATE THEIR TRAINS IN ACCORDANCE WITH THE SPEED INDICATED FOR THAT AREA.

58. IMPERFECTLY DISPLAYED SIGNALS

(a) Any signal which displays no lights, a white light, or a color light signal aspect, other than that described under Rule 57 is an IMPERFECTLY DISPLAYED SIGNAL. An imperfectly displayed signal indicates STOP.

(b) This condition must be reported at once to the Train Dispatcher.

(c) A train which has been stopped by an IMPERFECTLY DISPLAYED SIGNAL must observe Rule No. 59 and, if applicable, Rule No. 59A.

59. FLAGGING BY SIGNALS

(1) Should a train be held by a block signal displaying a RED ASPECT, or by an imperfectly displayed signal, any of these conditions must be regarded as an indication of danger. After stopping for one (1) minute, the Motorman must call Train Dispatcher for permission to proceed. After receiving permission, the Motorman must send a Trainman to such signal to depress the automatic trip stop by means of the key provided for the purpose. After ascertaining that the roadbed ahead is clear, the Motorman shall then proceed ahead at RESTRICTED SPEED (6 m.p.h.) to the next signal stopping

short of a train, any obstruction, a broken rail, a switch not properly lined or any other defect. If the roadbed is curved, the Motorman must send a trainman ahead to a point where he can see the block and the next clear signal.

(2) If a train is held by a block signal displaying a RED ASPECT due to a train occupying the block ahead, after one minute the Motorman must send a trainman ahead to determine the problem and request instructions for his Motorman.

Motorman must not enter the occupied block unless specifically instructed that it is safe to do so by his trainman who has received orders from the official at the scene, or from the traincrew of the train occupying the block ahead and only with the permission of the Train Dispatcher. The trainman will then return to the first block signal, and after instructing the Motorman, the trainman will depress the automatic trip-stop by means of the key provided. Motorman may then enter the occupied block at a restricted speed (6 m.p.h.)

(3) When a train is operating with trip rods pulled, the Motorman must not exceed restricted speed (6 m.p.h.) unless authorized by Train Dispatcher. When the conditions which caused the trip rods to be pulled are cleared, the rods must be reset as soon as possible for normal operations. However, if the train is at an intermediate point on its route when the condition is cleared, the Motorman must have the trip rods reset on the operating car before proceeding further on his route.

(4) Employees detailed to flag trains by signals in daylight must be equipped with one yellow flag and one red flag and during darkness or in subways and tunnels at any time, with one yellow lighted lantern and one red lighted lantern, and must wear required safety vest.

(5) Upon finding a signal attended by an employee detailed to flag trains, the Motorman must bring train to a full stop and contact the flagman for permission to proceed. After receiving permission and after flagman at the signal has caused the automatic trip stop to be keyed down, the Motorman must then proceed at RESTRICTED SPEED. (6 m.p.h.)

(6) Under no circumstances are employees to flag a train by red or imperfectly displayed interlocking signals and switches except on orders of the Towerman or other duly authorized employee.

(7) Motorman and flagmen must appreciate the great responsibility for the safety of passengers and property which they assume, and, in all cases where there is any question as to what should be done, take the safe course — NEVER TAKE CHANCES.

(8) When there is a communications failure of both radio and telephone and a train is stopped at a block signal holding red or imperfectly displayed, the Motorman, after waiting the prescribed period of time (one minute for a regular block signal) must send a trainman ahead to check the block and the next signal before keying the train past the red or imperfectly displayed signal by depressing the automatic trip stop by means of the key provided. Motorman shall then proceed at restricted speed (5 m.p.h.) to the next signal stopping short of a train, any obstruction, broken rail, switch not properly lined or any defect. This condition must be reported to an official at the first opportunity.

(9) During a communications failure and when a flagman is stationed at a red or imperfectly displayed signal whose duty it is to flag trains past, the flagman will be held responsible to check the block and the next signal before flagging trains by the red or imperfectly displayed signal.

SIGNAL TRIP STOP MUST NEVER BE LEFT
HOOKED DOWN

RULE 59-A

1) RULE 59-A WILL ONLY BE IN EFFECT ON ORDERS OF TRAIN DISPATCHER

2) DEFINITIONS:

A Rule 59-A Signal is a signal subject to the procedures defined in Rule 59-A when rule 59-A is in effect. Signals subject to the procedures in Rule 59-A will be identified and clearly marked by a sign "Rule 59-A".

Clearing Signal: A signal identified as such by a number on a 59-A signal.

The following is a list of 59-A signals and clearing signal locations:

*BLUE LINE**Eastbound — Route 947*

Signal #9015, between Airport and Prescott St. Underpass — Train ahead must have cleared signal #9021 entering Wood Island Station.

Signal #9051, leaving Beachmont Station — Train ahead must have cleared signal #9053.

Westbound — Route 946

Signal #9054, leaving Beachmont Station — Train ahead must have cleared signal #9048 leaving Suffolk Downs.

BLUE LINE Westbound (cont'd)

Signal #9026, leaving Wood Island Station —
Train ahead must have cleared signal #9020.

Signal #9012, leaving Airport Station —
Train ahead must have cleared signal #947
leaving Maverick Station

TRAIN DISPATCHER TELEPHONE NUMBER 5774-5775

*ORANGE LINE**Northbound — Route 922*

Signal #400, North of Dover Station — Train
ahead must have cleared signal #128 leaving
Essex.

TRAIN DISPATCHER TELEPHONE NUMBER 5744-5745

*RED LINE**Southbound — Route 931*

Signal #230, top of Longfellow Bridge —
Train ahead must have cleared signal #234,
Charles St. Station.

Signal #234, Charles St. Station — Train
ahead must have cleared signal #240.

Signal #674, Savin Hill Station — Train
ahead must have cleared signal #680.

Signal #686, entering Fields Corner Station
-- Train ahead must have cleared signal #692.

Northbound -- Route 932

Signal #675, top of Incline entering Savin Hill Station -- Train ahead must have cleared signal #669 leaving Savin Hill Station.

Signal #659 entering Portal to Andrew -- Train ahead must have cleared signal #279 leaving Andrew Station.

Signal #233, top of Longfellow Bridge -- Train ahead must have cleared signal #223 leaving Kendall Station.

TRAIN DISPATCHER'S TELEPHONE NUMBER 5707-5708

(3) When Rule 59-A is in effect and a train is held at a signal designated 59-A by a Red or imperfectly displayed signal, a dangerous condition exists. After waiting two (2) minutes the Motorman must contact the Train Dispatcher at Central Control by radio or by sending a Trainman to the nearest telephone for orders.

(4) When Rule 59-A is in effect and the Train Dispatcher receives a call from a Motorman or Trainman whose train is held at a signal designated 59-A, the Train Dispatcher must ascertain the location of the train ahead of said signal before issuing orders to the Motorman or Trainman to key

by the Red or Imperfectly displayed 59-A signal and to proceed at restricted speed (6 m.p.h.)

When orders to proceed have been received from the Train Dispatcher, a Trainman will depress the automatic trip stop by means of a key provided for this purpose at the signal. The Motorman shall then proceed at restricted speed (6 m.p.h.) to the clearing signal stopping short of a train, any obstruction, a broken rail, a switch not properly lined or any other defect.

(5) When Rule 59-A is in effect and whether or not a flagman is stationed at a Red or Imperfectly displayed 59-A signal, the Motorman must contact the Train Dispatcher in the above manner.

(6) When Rule 59-A is in effect and there is a failure of communications, both radio and telephone, and a train is stopped at a 59-A signal holding Red or Imperfectly displayed, the Motorman after waiting two (2) minutes must send a Trainman ahead to the clearing signal location as indicated on the sign of the 59-A signal holding Red or Imperfectly displayed. After the Trainman has checked and the area is clear, he will return to the Red or Imperfectly displayed 59-A signal, and key the train by in the prescribed manner. The Motorman will then be responsible to operate the train to the clearing signal at

RESTRICTED SPEED (6 m.p.h.) stopping short of another train, switch not properly lined, broken rail or other defect.

This condition must be reported to an Official at the first opportunity.

(7) When Rule 59-A is in effect and a flagman is stationed at a Red or imperfectly displayed signal marked 59-A and there is a communications failure of both radio and telephone, the flagman will be responsible to check ahead to the clearing signal location as indicated on the sign of the 59-A signal holding Red or imperfectly displayed. After the flagman has checked and the area is clear, he will return to the Red or imperfectly displayed 59-A signal, and key the train by in the prescribed manner. The Motorman will then be responsible to operate the train at *RESTRICTED SPEED — 6 m.p.h.* to the clearing signal, stopping short of another train, switch not properly lined or any other defect.

SIGNAL STOPS MUST NEVER BE LEFT
HOOKED DOWN

LOCATION OF 59-A KEY OPERATED SWITCH SIGNALS

The following must be activated manually by key switch on orders of Train Dispatcher.

ORANGE LINE

Signal #400 Key switch in box at north end of Dover, northbound.

RED LINE

Southbound — Route 931

Signal #230 Key operated switch located in case of Signal #232.

Signal #234 Key operated switch located in case of Signal #236.

Signal #674 Key operated switch located in case of Signal #676.

Signal #686 Key operated switch located in case of Signal #688.

Northbound — Route 932

Signal #675 Key operated switch located in case of Signal #673.

8/7/78

Signal #659 Key operated switch located in box at north end' of Columbia Northbound Platform.

Signal #233 Key operated switch located in box at the north end of the northbound platform at Charles St. Sta.

BLUE LINE

Eastbound — Route 947

Signal #9015 Key operated switch located in case of Signal #9019.

Signal #9051 Key operated switch located in case of Signal #9055.

Westbound — Route 946

Signal #9054 Key operated switch located in case of Signal #9050.

Signal #9026 Key operated switch located in case of Signal #9022.

Signal #9012 Key operated switch located in case of Signal #9008.

RULE #60 — MANUAL BLOCK PROCEDURE

(1) The manual blocking of trains is done by stationing personal at stations or locations to clear trains to stations or location by radio or telephone, only after being assured the preceding train has cleared the station or location ahead. Employees assigned to manually block at stations or locations must remain until properly relieved and will keep a written record of train numbers, arrival and departure times.

(2) The following is a list of stations to be manually blocked.

RED LINE NORTHBOUND FROM ASHMONT STATION

Train departing northbound from Ashmont Station preceding train must have cleared Fields Corner Station.

Train departing Fields Corner Station, northbound preceding train must have cleared Columbia Station.

Train departing Columbia Station northbound — preceding train must have cleared Andrew Station.

All trains departing Andrew northbound — preceding train must have cleared Park Street northbound.

All trains departing Park Street northbound — preceding train must have cleared Kendall Square Station North.

All trains departing Kendall northbound — preceding train must have cleared Harvard Square northbound.

RED LINE SOUTHBOUND

Trains departing southbound from Harvard Square Station preceding train must have cleared Kendall Square South.

All trains departing Kendall Square southbound preceding train must have cleared Park Street, southbound.

All trains departing Park Street southbound preceding trains must have cleared Andrew southbound.

SOUTH SHORE — QUINCY TRAINS

South Shore trains departing Andrew Station southbound preceding train must have cleared North Quincy South. If the preceding train is an Ashmont train, it must have cleared Columbia Junction.

Trains departing southbound from North Quincy Station preceding train must have cleared signal 23-2-S southbound and only proceed into P-1 or 2 at Quincy Center on instructions from Central Control.

RED LINE SOUTHBOUND FROM ANDREW-ASHMONT STATION

Train departing Andrew Station southbound preceding train must have cleared Columbia Station. If preceding train is a Quincy train it must have cleared Columbia Junction S.B.

Train departing Columbia Station southbound preceding train must have cleared Fields Corner Station.

Train departing Fields Corner Station southbound preceding train must have cleared into the dead end at Ashmont.

ORANGE LINE SOUTHBOUND FROM OAK GROVE STATION

Trains departing southbound from Oak Grove Station preceding train must have cleared Wellington Station south.

Trains departing Wellington Station south preceding train must have cleared North Station south.

Trains departing North Station south preceding train must have cleared Essex Street south.

Trains departing Essex Street south preceding train must have cleared Dudley south.

Trains departing Dudley Station south preceding train must have cleared Forest Hills south.

ORANGE LINE NORTHBOUND FROM FOREST HILLS

Trains departing Forest Hills north preceding train must have cleared Dudley north.

Trains departing Dudley north preceding train must have cleared Essex Street, north.

Trains departing Essex Street north preceding train must have cleared North Station.

Trains departing North Station preceding train must have cleared Wellington Station, north.

Trains departing Wellington Sta. north preceding train must be in Oak Grove Station.

BLUE LINE TRAINS OPERATING WESTBOUND

Trains operating westbound from Wonderland — the preceding train must have departed Orient Heights Station.

Trains departing Orient Heights — the preceding train must have departed Airport Station.

Trains departing Airport Station — preceding train must have departed Maverick Station.

Trains departing Maverick Station — preceding train must have departed Government Center Station.

BLUE LINE TRAINS OPERATING EASTBOUND

Trains departing Government Center Station — preceding train must have cleared Maverick Station.

Trains departing Maverick Station — the preceding train must have departed Airport Station.

Trains departing Airport Station — the preceding train must have departed Orient Heights Station.

Trains departing Orient Heights Station — the preceding train must have departed Wonderland Station.

If necessary to shorten or lengthen the blocks, employees will be stationed at other stations or locations, but will be guided by the same principle — No trains will be cleared until the preceding train has cleared the manually blocked station or location ahead.

RAIL LINE TRAIN SERVICE RULES

61. RESPONSIBILITY FOR TRAIN

(a) The Motorman will have charge of train and such orders as he may give, which are not in conflict with these Rules and Special Orders, must be obeyed.

(b) Trainmen are expressly forbidden to bring into the Motorman's cab food, drink, radios or any reading material except Authority's Rule Book, which should be carried in uniform pocket.

62. SECURING OF TRAIN CAB

Should it become necessary for a Motorman to leave his cab unattended enroute, he must:

(a) On Cineston control type cars, place Cineston handle to "Handle Off" position, remove reverser key and keep same in his possession.

(b) On East Boston Cars #0500-0547 inclusive, set brakes in emergency, remove reverser key and keep same in his possession.

(c) On old type Cambridge Subway and Main Line cars, remove master controller handle and keep same in his possession and set brakes pneumatically.

(d) On all types of cars, if on a grade, have a sufficient number of hand brakes set to hold train.

63. CARE OF TRAIN

(a) Guards must pick up newspapers or other litter left in cars and place same in receptacles provided for such.

(b) Lights

(1) Trainmen must see that interior lights are illuminated only when needed.

(2) The Motorman is responsible for the proper display of the head lights and markers.

(3) From sunset to sunrise and at all times when running through the subways or tunnels, trains must display at least one red illuminated tail light on the rear end of the train.

(4) Marker lights at the front and rear of train must be illuminated and display a red aspect, except when otherwise specified.

(5) The Guard is responsible to see that the rear end of train is properly lighted.

(c) Destination Signs

(1) Motormen are responsible for the proper display of destination and special signs on the front end of the train.

(2) Guards are responsible for proper display of all destination and special signs, except on the front end of the train.

64. POSITION ON TRAIN

The position of Guard of a train crew, when not otherwise engaged, shall be as follows:

(a) Trainmen must remain in their respective positions at all times when not otherwise engaged, whether in passenger service or on light trains, making the safety of the train of first importance in the discharge of their duties.

(b) If it is necessary for a Trainman to leave a train while on duty, he must, if possible, remain at his position until relieved by another competent employee, and a full report should be made at the first opportunity. When it is not possible for a Trainman to remain at his position until relief arrives, the Motorman and the Train Dispatcher shall be notified.

65. LIGHT TRAINS

Light Trains operated outside of yard limits for snow, sleet or any other purpose shall have at least two competent trainmen aboard, one of whom shall be a Motorman, the second man, when not otherwise engaged, shall ride in the rear car of the train.

66. COMMUNICATIONS AND ANNOUNCEMENTS

Guards must distinctly announce to passengers:

(a) Special announcements as may be required. See pages 108-109 "Emergency Procedures for Rail Line employees".

(b) The name of the approaching station.

(c) When standing, the name of the station.

(d) When leaving, the name of the next station.

(e) On completion of trip, "end of route" and insure that all passengers leave the train.

(f) The use of radio communications either portable or car-borne are governed by Federal Regulations and all employees must strictly adhere to these regulations and to the instructions on their use.

Employees with portable radios with more than one channel must not go off their assigned channel without first notifying Central Control and must return to their assigned channel as soon as possible.

67. OPERATION OF DOORS

(a) It will be the duty of Trainmen to make station stops for as short a time as is possible, consistent with the safety and proper accommodations of passengers.

(b) As soon as train stops at proper berth at station and the Guard knows by careful observation that his/her doors are abreast of safe places on the station platform, doors in his/her charge should be opened. When a train stops with doors not opposite safe places, such doors must not be opened, and a distinct announcement designating to passengers the proper doors for alighting must be made.

(c) Guards should be watchful to know that car doors open properly at every station and if for any reason any door does not open, passengers must be given ample opportunity to leave through another door.

(d) A Guard must remain at his/her duty position until all doors are closed and train starts to move. Should the train move before it is safe to do so, the Guard must immediately pull emergency valve to stop train.

(e) Guards should know by careful observation that no person is entering or leaving car by any door, before closing same. Observation must be made by leaning out beyond side of car to see that no one is in a position to be struck by closing doors. Guards must keep hand on door operating switch, ready to instantly reverse doors, if necessary, until door is fully closed.

(f) When doors on a car are once closed, they must not be re-opened except when a train is held at a station. The Station Official or other person in charge may order doors re-opened, after personally notifying Motorman what is to be done. Guards must not re-open doors until Motorman has been notified. After doors are re-opened, Motorman must then wait for proper starting signals.

(g) Trainmen (meaning Motormen and Guards when used hereafter, unless otherwise specified) swinging onto trains in a station must be on platform of station at scheduled time in a position to swing on when train arrives.

(h) Train doors must not be closed from station platforms and trainmen and platform attendants must be alert to prevent the operation of doors at any point by unauthorized persons.

(i) After closing the doors of the train in the prescribed manner, *Guards must make sure that the toggle switch is in the fully closed position.*

(j) Employees not assigned to trains who are dead heading or riding in cabs are not allowed to operate the doors. Only assigned train crews are authorized to operate doors. Guards will be held responsible to comply with this order.

68. AUTOMATIC STARTING SIGNALS

(a) Motorman must receive the door automatic starting signal before releasing brakes to start trains.

(b) Should an automatic starting signal fail to work properly, the Guard, after ascertaining by careful observation that all doors under his/her charge are securely closed or safely guarded and no person or object is caught in same, must promptly give the "ALL RIGHT" signal. This signal must be given by the Guard to Motorman. In the event that an electric buzzer is not working, then a signal consisting of waving the right hand up and down in extended position beyond the body of the car must be given. The Guard must remain at his/her door operating position until the train starts.

(c) If necessary for Motormen to operate train from any other cab than the front end of train, a Guard must ride on front end and Motorman must not start train until properly assured that all doors are safely closed and the *proper* signal is received from Guard on front end of train.

(d) If for any reason a train starts with a door open, the Guard must quickly open the emergency valve and stop train until door is safely closed, or properly guarded. Motorman must be notified to await proper signal from Guard before star-

ting train and an official must be called onto the train at the first opportunity.

(e) When operating a disabled four car train or coupling onto a two car train that has become disabled, the Motorman must not operate on automatic door signals. The Motorman must instruct the Guard to keep the doors open on the operating unit until the disabled unit has been unloaded, the doors closed, and the Guard has personally issued the proper signal, buzzer or hand signal indicating that all is clear to proceed safely.

69. ELECTRIC BUZZER SIGNALS

(a) When automatic starting signal fails and/or when the Guard is stationed at the front end of the train by reason of the Motorman operating from some other car, the following buzzer signals must be used:

- (1) One — When train is moving, Stop
- (2) Two — When train is standing, Go Ahead
- (3) Three — When train is standing, Back Up

(b) If the electric buzzer signal does not or cannot operate, then the hand signal, as described in Rule 68 (b), shall be used.

(c) Unnecessary ringing of buzzer is forbidden.

70. WHISTLE SIGNALS

(a) One long blast — Signal to apply hand brakes. Trainmen must be prompt in performance of this duty.

(b) Two long blasts — Signal to release hand brakes.

(c) Two short blasts — An answer to any signal.

(d) Three short blasts — When train is standing, signal that train is about to be backed up.

(e) Four short blasts — Call for a signal.

(f) A succession of short blasts — An alarm for persons on or near tracks.

(g) Each Interlocking Tower is equipped with an emergency whistle or other audible warning devices, with a tone distinct from those used on trains.

Any Motorman hearing a blast from one of these devices will at once make an emergency stop and remain stopped until receiving ~~notification to proceed~~ from the Towerman.

71. EMERGENCY VALVE

(a) An emergency valve is located at Guard's position and in Motorman's cab on all cars and must be used by Trainmen to stop train in case of emergency.

(b) Whenever an emergency valve is opened, it must not be closed until the Motorman is notified that the emergency valve has been opened and the reason for it.

72. BACKING TRAINS AT STATIONS

(a) When a train makes an improper stop at a station, it may be backed to the proper berth at the direction of the Motorman or Station Official, after he has observed that no one is in a position to be injured by the backing train, and after receiving proper signals from Trainmen.

(b) Backing in this manner must never be done, if train has gone so far by station that no car of the train is abreast of station platform. In such a case, the train will proceed to the next station and arrangements will be made for the return of passengers carried past their destination.

73. UNUSAL STOPS

When a train has been stopped between stations, employees under no circumstances shall allow passengers to leave train unless such action becomes necessary by reason of accident, fire or prolonged delay, or unless conditions exist which make it unsafe to keep persons in the cars. In such cases, employees shall first personally notify the Motorman not to start and to use all possible precautions to prevent accidents.

74. ADVERSE TRAIN MOVEMENT

(a) Trains on main tracks must never be moved in adverse direction or crossed over from one track to another, or make any other irregular movement, without order from the Superintendent, Train Dispatcher or other authorized official. After such an order has been issued, movement shall be made only after every trainman has been notified personally and after the train has been protected by flagmen at a distance of 300 feet or greater, if the conditions dictate. An exception is provided by rule entitled, "Backing Trains at Stations", Rule 72, Rail Lines Service Rules.

(b) Should a train be moved in an adverse direction before every trainman has been notified personally, or before all necessary signals are given, or before it is safe to make the adverse movement, every trainman must stop the train at once by opening the emergency valve.

75. TRAIN PARTING

(a) Should a train break apart, brakes should go into emergency automatically and stop the train. If unable to re-couple, hand brakes must be set and the following train brought up. After same has been coupled on, first Motorman shall proceed with first section and following train shall push the second section. Care must be taken to see that drawbar rods are properly set, loose or hanging parts of train and gates are securely fastened, all doors are closed and brakes released before moving.

(b) If a two-car unit breaks apart, no movement of either car should be made until the supervisor involved authorizes same.

(c) Such movements shall be made at reduced speed.

76. THIRD RAIL AND THIRD RAIL SWITCHES

(a) SWITCHES

(1) "B" switches are normally closed and their purpose is for breaking or deadening sections of the third rail.

(2) "J" switches are normally open and their purpose is for joining or connecting sections of the third rail.

(b) Until the third rail is tested and found dead, employees must assume that it is alive at all times. The Third rail may be made dead locally by operating switches in "B" and "J" boxes on all divisions where the third rail is sectionalized, or, by section, from the Power Station by request of the Train Dispatcher. In cases of extreme emergency, a competent employee may deaden the third rail, and immediately thereafter notify the Train Dispatcher.

(c) Third rail switches shall not be operated without instructions from the Train Dispatcher, who will get permission from the Power Dispatcher for such switching, except in the following instances:

(1) In cases of emergency authorized officials may operate switches to deaden third rail.

(2) Switches controlling sections of yards may, in connection with routine work, be operated by Yard Masters. Any unusual operation of switches must be immediately reported to the Train Dispatcher and the Power Dispatcher.

(3) Switches controlling short sections of the third rail may be operated by Authorized Officials. When it becomes necessary to make the third rail dead for a short time to remove burning insulators, the Section Foreman or Track Repairman may open the switch controlling the third rail and, after the insulator has been removed, close the switch, protecting the dead section during the operation with a flag or lantern.

(4) To reduce delay to trains, the Train Dispatcher must be notified as soon as possible of the fact that a section of third rail has been deadened by the switch operation. In all other cases when it is necessary to open a switch, the Authorized Official shall immediately report such opening to the Train Dispatcher, who will, in turn, promptly advise the Power Dispatcher and give permission to close the switch, unless he is advised otherwise by the Power Dispatcher.

ADDITIONAL RULES FOR RAIL LINE MOTORMEN

77. RESPONSIBILITY

(a) Motormen must personally operate their own trains and face to the front, keeping a sharp lookout ahead for signals, obstructions, and persons on or near the track. The adjustment of seat or other equipment while a train is in motion is forbidden.

(b) If Motorman observes anything which, in his judgment, might make the passage of the train unsafe, he must not attempt to pass same. If he observes anything which is liable to affect the safety of any other train, he must take all necessary measures to prevent an accident.

(c) In case of any unusual occurrence, delay, or when his train is unloaded, Motormen must ascertain reason for same and, before again moving the train in either direction, must obtain instructions to do so, or in the absence of an official to give such instruction, shall satisfy himself that it is safe to again move the train.

(d) Motormen must always be mindful of the responsibilities of their position and, in case of doubt, must always take the safe course from the standpoint of passenger protection.

78. SNOW BRAKES

(a) Motorman may put snow brakes on whenever he deems it necessary due to stormy conditions.

(b) Whenever snow signs are illuminated all Motormen must activate snow brakes on all cars of trains in their charge.

79. BRAKE TEST

(a) When changing ends, Motormen must set brakes before going to the other end and release brakes from the end about to be operated.

(b) Motormen of trains to which cars are being added or cut must keep their brakes set until coupling or uncoupling is completed.

80. EMERGENCY STOPS

(a) Should it become necessary for Motormen to make an emergency stop for any reason, the following procedure must be used:

(1) On cars having Cineston type control, Motorman must immediately put Cineston handle in emergency position.

(2) On cars having two handle controls, Motorman must immediately place master controller handle to "OFF" position and make an emergency application of the brakes. If emergency application fails, Motorman must put reverser handle in REVERSE position and apply one (1) notch of power.

(b) Should there be a failure of brakes for any reason, Motorman should give one long blast of the whistle for trainmen to apply hand brakes.

(c) The emergency application of the brakes must not be used except for emergency purposes.

81. SPEED AND RESTRICTIONS

(a) Motormen must operate trains with due regard for the established scheduled running times, but must have trains under full control at all times and must respect all speed limit signs.

(b) Non-stop and light trains must never pass a station at a rate of speed exceeding six (6) miles per hour.

(c) Motormen must approach facing point switches, junction points and yard limits with train under such control that it can be stopped quickly if necessary.

Speed within these areas must never exceed that indicated by speed signs.

82. STOPPING TRAIN WITH AUTOMATIC TRIP STOP OR EMERGENCY VALVE

(a) Motormen, upon finding that the train has been tripped or the emergency valve has been opened:

On Cineston Control Cars:

(1) Must immediately place Cineston Handle in emergency position, to prevent loss of reservoir pressure.

(2) Whenever a train has been tripped, trips should automatically reset. On cars not resetting, Guard will pull trip rods manually. Train Dispatcher must be notified at the first

opportunity and given full details, including whether or not trip rods were pulled, and whether or not they were reset.

On Two Handle Control Cars:

(1) The Motorman will return his master controller handle to the "OFF" position and bring his brake valve handle to "PNEUMATIC LAP" position, which will hold the brakes and prevent loss of reservoir pressure.

(2) When train has been tripped and comes to a stop and it is found safe to proceed, Guard should pull trip rods on cars-found tripped.

(b) The Station Official must be notified at the first opportunity and he, in turn, must notify the Train Dispatcher and give full details, including an indication whether or not trip rods were pulled, and whether or not they were reset.

83. STATION STOPS

(a) Each Motorman must know the number of cars on his train and make station stops at designated berths.

(b) When a train runs by, or stops short at, a station, the Motorman must immediately ring an electric bell or blow whistle to warn Guard of danger of opening doors and to protect all doors not opposite a safe place on the platform. Having once stopped with any part of train in station, Motorman must never move train in either direction until properly signaled to do so.

84. STANDING ON GRADES, SIDINGS, OR YARD TRACKS

(a) When station or other stops are made on grades, the Motorman must keep brakes applied to prevent his train from moving.

(b) When it is necessary to leave a train standing on a grade, siding, or yard track, a sufficient number of hand brakes to hold the train must be set.

(c) Before train is again moved, care must be taken to see that all hand brakes which have been set are properly released.

85. DISABLED CARS

Should a train fail to start when power is applied, Motorman must insure that prompt notice is given to the Train Dispatcher and proceed as follows until successful in moving train.

On Cineston Control Cars:

(a) Insure train has 90 pounds of air. Pull trip rods and check for compressors not working if train has low air.

(b) Check for power.

(c) On level grade — reset breaker with Cineston handle in coasting position.

On rising or down grades — first, place Cineston handle in "Full Emergency" position, and then in coasting position. Reset breaker and then put handle to charging position to recharge the train.

(d) Check for automatic signal. All switches in 600 volt and battery panels should be on. Switch on left side of 600 volt panel should be on "Trolley" position.

(e) On Orange Line and Red Line cars, break glass of door by-pass and put switch on.

(f) On disabled two-car train — if unable to move after checking, shackle on following train, cut out BCO and seven point switches on both cars of disabled unit and push. Unload entire train at first opportunity, unless directed otherwise by Rail Lines Dispatcher. (Whenever BCO's are cut out, a competent employee must be stationed at the BCO ready to cut in if necessary.)

(g) On disabled four-car train — if unable to move after checking, cut out drawbar rods between units and operate from good unit. Cut out BCO and seven point switches on both cars of disabled unit. Whenever a BCO is cut out, a competent employee must stay at the BCO valve and be ready to cut in, if necessary. Unload train at first opportunity unless otherwise directed by Rail Lines Dispatcher.

NOTE: Do not operate on automatic signals.

On Blue Line — Cars 0500-0547 used as work cars

- (a) Check for power.
- (b) Reset breaker, replace master controller fuse, check battery switch.
- (c) Check for low air -- if train is tripped or has burst emergency hose, pull trip rod. If compressors are not working, replace fuse.
- (d) On a two-car train -- bring up following train, insulate drawbar and couple on. Cut out ECO and *motor switches* on both cars of disabled unit.
- (e) On a four-car train -- cut out drawbar rods between units, test for good unit and operate from that unit. Cut out ECO and *motor switches* on both cars of disabled unit.

NOTE: Do not operate on automatic signals.

- (f) If reverser trouble develops -- cut out *motor switches* on car with trouble.

On Red Line And Orange Line Two Handle Control Cars Used as Work Cars.

- (a) Check for third rail power -- check bug switch.
- (b) Check for arc at reset switch -- if no arc, replace master controller fuse. If still unable to move, pull train line jumper in middle of train and operate from good section.
- (c) If train reverses with handle in forward position -- pull train line jumper in middle of train and operate from good section.
- (d) If there is a burst emergency hose or a train is tripped -- pull trip rod.
- (e) If brakes fail to release after service application -- cut out electric brake switch, see if electric brake switch is on in other cars.

(f) If a train goes into emergency on a service application — check for defective triple valve, cut out triple valve and bleed auxiliary reservoir. Only one triple valve should be cut out at a time.

(g) If there is low air pressure, check for a bad leak or compressors not working.

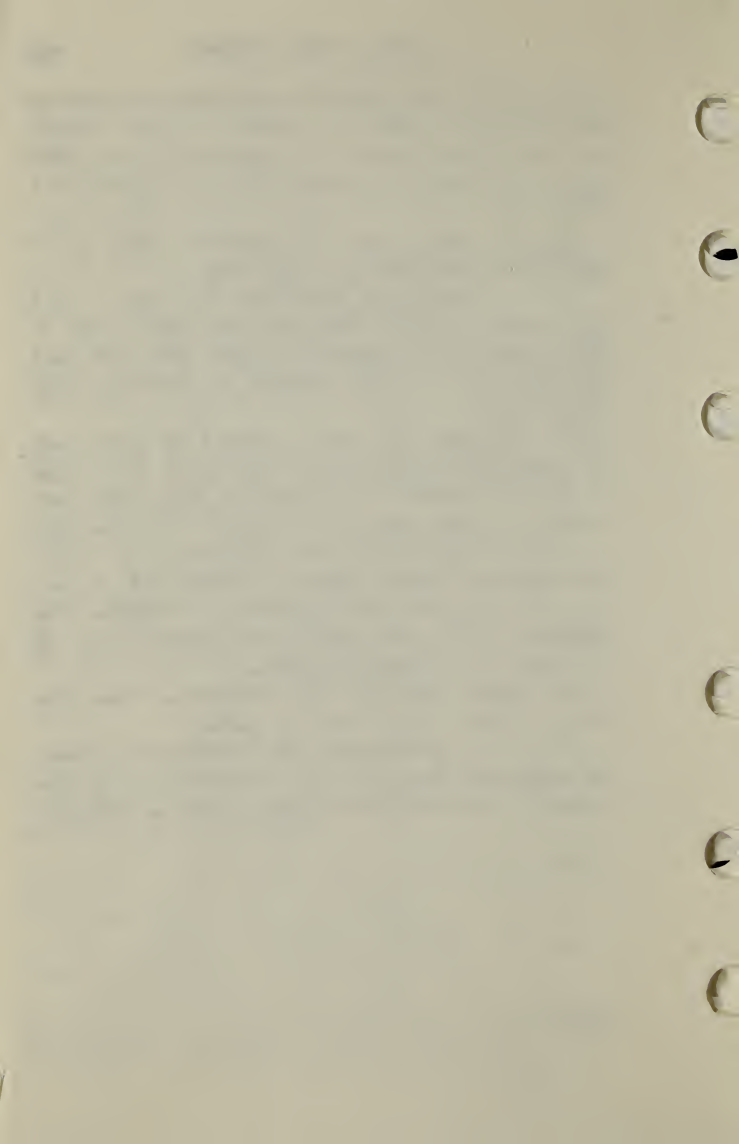
(h) If there is a burst reservoir hose — cut out reservoir cocks (outside) on both sides of leak. Operate from section of train with most cars supplying air. Do not operate on automatic signals.

(i) If there is a burst brake pipe hose — cut out brake pipe angle cocks (inside) on both sides of leak. Operate from section with most cars braking, as other section will have to be bled off.

(j) If there is a broken reservoir pipe -- cut out reservoir cocks (outside) on each end of car, cut out feed valve and compressor. Operate from section of train with most cars supplying air. Do not operate on automatic signals.

(k) Before replacing any defective fuse, the switch in that circuit must be opened.

(l) If it is necessary for a Motorman to operate from other than front cab, a Guard must be stationed on front end of first car to act as lookout.



86. YARD WORK AND STATION WORK MOVEMENTS**In Yards (and stations)**

(a) To prevent accidents or injury to persons or damage to property, utmost care must be used at all times when operating cars or trains in yards or carhouses.

(b) Employees operating a car or train in yard limits or in carhouses must know by careful observation that the track is clear and the switch is properly set before moving car or train over same.

(c) The backing of any car or train, except for the few feet necessary and when uncoupling cars, is absolutely forbidden. Before backing any car or train, the Motorman shall sound three (3) short blasts of the horn or whistle whether the uncoupling is to be done in a station or a yard.

(d) When cars or trains are to be run into a carhouse, Motormen must bring same to a full stop in front of house at a point where bug can be safely attached to contact shoe. Bug must be kept on contact shoe when moving into the carhouse until car or train has come to a full stop inside carhouse.

In Shops -

(a) Yardmen will connect "bug" to cars or trains placed in shops for storage.

(b) If "bug" is not connected to all cars in the shop or if train is left standing with part of train on third rail and part in shop, Yardmen must place battery switch to "OFF" position.

(c) Yardmen are forbidden to move or couple onto cars in shop until first going the entire length of car or train and ascertaining that no workmen are under, upon or about the same. This rule applies to any car or train, or part thereof, which projects into the shop.

(d) Yardmen, when about to move cars in shop, shall disconnect "inspection bugs", close inspector's switch after first hooking lower hook of pole onto wire so contact will not be alive when hanging. In shops where floor receptacles are used, Yardman must shut off the power before removing the "inspection bugs".

In Both Yards and Shops —

(a) Yardmasters and Foremen are required to insist upon the strict observance of all rules, regulations, and instructions pertaining to work in and about yards, shops and carhouses.

(b) The moving of cars or trains about the shop or yards without sufficient air supply to operate brakes is strictly forbidden, except when specifically directed otherwise by Yardmaster.

From Yards to Shops —

(a) Any employee raising a carhouse door six feet or over above the floor must raise it to the full height. Motormen will be held responsible to know that shop doors are fully raised before attempting to pass through. On shop doors equipped with signals, Motormen must make sure the clear indication is displayed before attempting to pass through.

YARD MOTORMAN

87. MAKING UP TRAIN

Employees making up a train must:

ON CINESTON CONTROL CARS

- (a) Insure that all drawbars are securely coupled.
- (b) Insure that all drawbar rods are cut in.
- (c) Insure that all switches are in proper operating position.
- (d) Insure that doors, where no Guard is stationed, are closed and locked.
- (e) Insure that all trip rods, snow brakes and ice scrapers are in their proper position.
- (f) Insure that all automatic trips on each car are in good operating condition by personal examination and testing by activating same before releasing cars for service. If a trip is found to be defective, it must be repaired before the train is released for service. Insure that an accurate and complete record of each test is kept, including date, time, car numbers and signature.
- (g) Insure that an examination is made of all emergency by-pass glass before allowing train to go into service. If by-pass glass is found to be broken, it must be replaced before the train is placed in service.
- (h) On cars equipped with a brake cylinder pressure gauge, a static brake test must be performed. If the gauge does not show the proper pressure, train must be repaired before being released for service.
- (i) Insure that train radios are functioning properly by making a radio test.

ON TWO HANDLE CONTROL CARS USED AS WORK TRAINS

- (a) Insure that drawbars are securely coupled.
- (b) Insure that reservoir (outside) and brake pipe (inside) angle cocks between cars are open, and that those on the front and rear ends of train are closed.
- (c) Insure that the train line and electric brake jumpers between cars are properly inserted.

(d) Insure that pantograph gates are properly attached to the adjoining car and that pantograph gates on the front and rear ends of the train are securely fastened in place.

(e) Insure that both rear markers are set red and that red lights on front and rear of train are properly lighted.

(f) Insure that air compressor, "bug" and other necessary switches in all cars are closed.

(g) Insure that master controller and electric brake switches are closed in the operating cab only.

ON BOTH TYPES OF CARS —

(a) Insure that all doors and the automatic starting signals throughout the train are in proper working order.

(b) Insure that all brakes set and release properly.

(c) Insure that marker and tail lights are properly illuminated.

(d) Insure that all cars are equipped with an emergency ladder, fire extinguisher and shoe hooks before allowing car into service.

FIRE EXTINGUISHERS — See Rule #111

RULES FOR COLLECTORS AND OTHER STATION ATTENDANTS

88. RESPONSIBILITY

(a) Employees will be responsible for all money, warrants, tickets and Identification Checks delivered to them and for all money received and are not relieved from responsibility when temporarily relieved from duty. Collectors will also be responsible for the area within their view and to report promptly to the station official or the Train Dispatcher any defects or discrepancies of fare machines, doors, windows, and the like.

(b) Day cards must be made out in a neat and legible manner. Any information entered on day card shall not be disclosed except to authorized persons.

(c) Collectors shall be allowed relief only when necessary. Relief must be as short as possible and never over twenty minutes.

(d) Collectors' booths must be kept locked and only authorized persons admitted after occupant has seen and recognized the person desired to enter.

(e) Collectors' numbers must always be displayed in rack provided for that purpose, while on duty.

(f) If a telephone is located in Collectors' booth, all calls shall be answered promptly by Collector on duty.

(g) Collectors with Public Address Systems in the booth will make announcements as required by the station official or Train Dispatcher due to emergencies or delays in service.

89. FARE COLLECTION

1. All employees whose duties include the collection of fares will be held strictly responsible for the collection of proper fare from all persons five years of age or over admitted to any station or upon any passenger vehicle, except the following designated as free riders:

(a) Police and Firemen: Members of the Police and Fire Departments of the Cities and Towns which the Authority operates and members of the Metropolitan District Police, when in full uniform and wearing official badge, or Detective in plain clothes presenting proper pass and showing official badge.

(b) Concessionaires or their agents, when presenting proper premise pass, shall be allowed admission to Rail Lines and Stations without payment of fare, only when performing their official duties.

(c) Children: Children under five years of age accompanied by an adult shall be exempt from payment of fares. However, if more than two children accompany each adult, a fare must be collected for each child in excess of two in number.

(d) Public Utilities Commissioners: Under a provision of law, certificates issued by the Chairman of the Authority to members of the Department of Public Utilities of the Commonwealth of Massachusetts will be honored for free admission to stations, and for free transportation over all passenger lines, for the holder and such experts as he may point out as accompanying him.

(e) Employees and pensioners of the Massachusetts Bay Transportation Authority showing a valid pass. Pass must be shown to Collector when used in lieu of paying fare and opportunity afforded to examine same.

(f) Blind Persons: General Laws, Chapter 159, Section 15, provides that a blind person identified by a Certificate or Registration from the Director of the Division of the Blind, if accompanied by a guide, upon payment of single fare by or for guide, is entitled to free transportation within the Commonwealth of Massachusetts.

(g) Prepaid Passes: Upon presentation, Collectors and/or Station Attendants will honor, in lieu of fare, the prepaid passes of those employees of concerns who have entered into an agreement with the Authority relative to the purchase and use of said prepaid pass.

2. USE OF FARE BOX

(a) Passengers must deposit their own fares in fare box.

(b) If a coin or object that will not go into fare box is placed on top thereof, or if a passenger leaves fare at the collector's window for any reason whatsoever, the employee shall remove such a coin or object, carefully note time and description on day card, and must turn in all such coins or objects with his work.

(c) coins in fare box must be registered as soon as possible after depositing.

(d) Tickets must be registered and cancelled upon receipt.

(e) Requests for fare will be made to persons failing to deposit same and said requests must always be made in a courteous manner. Employees will not open the Collector's booth door nor will they leave the Collector's booth to request or attempt to apprehend a person who fails to deposit fare.

90. ISSUANCE OF IDENTIFICATION CHECKS AND WARRANTS

(a) Collectors must keep supplied with Identification Checks and Warrants which they must issue in consecutive order.

(b) After receiving payment of proper fare, employees will issue Identification Checks upon request, only to children age 5 to 11 inclusive, pupils wearing Identification Badges of the proper color, or persons presenting a pupil's ticket.

(c) Employees issuing Identification Checks will be held responsible for the proper dating and time limiting of same.

(d) Warrants on zoned fare Rail Lines must be dated and time stamped before issuing the same and the proper fare collected.

91. ACCEPTANCE OF IDENTIFICATION CHECKS AND WARRANTS

(a) Carefully examine all Identification Checks and Warrants tendered and accept only those with

correct date and time limit. Identification Checks and Warrants which are torn, but otherwise complete and valid, must be accepted.

(b) Pupils badge must be observed by employees on presentation of Identification Checks by any pupil over 11 years of age. When challenged for not having badge, pupil should be passed if employee is informed that original Identification Check was obtained by presentation of pupil's ticket.

(c) Any dispute over the validity of an Identification Check or Warrant should be referred to the Official in charge of the station. In his absence, the employee should use good judgment when settling the matter and make a special report to the Superintendent.

(d) If an Identification Check or Warrant is not accepted, proper fare must be obtained from passenger. If, after a reasonable effort is made, it is impossible to collect proper fare, the name and address of the person presenting the Identification Check or Warrant should be secured, if possible, together with the names and addresses of several witnesses, and the fact reported on day card and sent to Supervisor of Revenue Auditing. Only as a last resort should ejection from a station or vehicle be made.

(e) All transfers punched "Emergency" must be honored wherever presented within the time limit for transportation in the direction indicated.

92. REFUNDS

(a) If passengers pay an amount in excess of required fare, passenger's name, address and amount of refund must be noted on back of card and refund will be made by Supervisor of Revenue Auditing.

(b) Whenever there is an interruption of service, "Emergency" transfers must be used until regular service is restored.

(c) If a passenger demands refund during interruption of service, after proper authorization, fares must be refunded in cash or token. Number of fares refunded must be noted on day card by employee and, if possible, certified by Official in charge.

93. CHANGE

(a) Previous to going on duty, Collectors will provide themselves with five dollars in coins and bills for the purpose of making change, in addition to any change fund provided by the Authority.

(b) When a passenger presents a bill or coin requiring change, employee must return the full amount in change.

(c) When a passenger presents a bill which would cause delay in making change, and others are waiting to enter, the employee shall politely request passenger to step aside until he has an opportunity to make change.

(d) Employee must name the denomination of all bills or coins when received and must return as

54B COLLECTORS AND OTHER STATION ATTENDANTS

much unobjectionable change as is possible. Employees will not change currency in excess of a \$20.00 bill.

(e) Dispute in regard to change, which is not adjusted to the satisfaction of passengers by employees, must be reported in writing to the Superintendent, giving names and addresses of any witnesses obtained.

(f) Collectors are forbidden to make change at their windows except for passengers in the regular course of business, and for other employees needing change to properly perform their duties.

(g) Change left at Collector's window by a passenger, when it cannot be returned to the owner during employee's period of duty, must be turned in with day's work and a note made on the back of the day card.

94. UNCURRENT OR COUNTERFEIT MONEY

Employees must neither give nor receive uncurrent or counterfeit money. They will be required to redeem all such money turned in with their work. All coins or paper money issued by any country other than the United States must be regarded as uncurrent, unless otherwise indicated.

95. FARE BOX AND PASSIMETER READINGS

(a) Employees when swinging on or off must see that readings on register and day card correspond with the readings on the fare box

registers.

(b) Any difference between register reading and reading left by previous employees must be reported immediately to an Official on duty, for verification.

(c) When swinging on at points where no Official is on duty, employees must verify register readings and any difference in reading left by previous employee must be reported immediately to the Dispatcher.

(d) Employees must remove all money from fare box when swinging off.

96. MANNER OF MAKING RETURNS AND DEPOSITS

(1) COLLECTORS:

(a) When possible, all returns should be deposited in one bag together with day card showing the amount and denomination of contents. All tickets should be kept in separate packages and not folded. Identification tickets and warrants should not be folded and must be kept in packages of 100 and, at stations where a large number are received, may be placed in a separate bag. Bills must never be mixed in with tickets or warrants.

(b) All bags must be securely fastened. White tags must be used for passimeter returns, and red tags for working fund returns.

(c) All surplus bills in excess of proper needs must be deposited as they accumulate during a tour of duty, and, at the end of each period of work, all returns must be made up and deposited. For

8/7/78

security reasons, all surplus monies, in the amounts and at the times specified for each location, must be deposited as quickly as it accumulates.

(d) Collectors must personally deposit their own work and know that each bag goes inside the safe. The cover must be raised to see that bags have been safely deposited and not clogged in the receptacle. This is to be done by examining the receptacle both visually and physically. They must make a general survey of drawers, shelves and floor when swinging off, as a final precaution that all returns have been made.

(e) Deposit slips must be personally signed (not by ditto marks or rubber stamps) for each bag or package deposited; and the occupant of the booth in which safe is located, or station official on duty, or other authorized employee, must certify to the depositing of each bag. The following personnel are authorized to witness drops and will witness drops as part of their duties: Inspectors, Starters, Collectors, Gatemen, Porters and Transportation Department officials.

(f) Collectors are permitted to cash pay drafts of the Authority employees personally known to them when drafts are properly endorsed, to the extent that it does not interfere with making proper change for passengers. They are not permitted to cash any other kinds of drafts or checks.

(g) When closing the booth at night, Collectors must insure that all unissued tickets and Identifi-

cation Checks and Warrants are locked up in the strong box or safe provided for same.

(h) Collectors must never carry their money from one booth to another without escort of the Station Official or some other uniformed employee of the Authority.

DEPOSIT INSTRUCTIONS

1. Take lowest numbered security bag available.
2. Insert monies and papers.
3. Release security strap and tuck inside bag.
4. Close zipper on bag. (Caution - Make sure zipper is pushed all the way under the lock.)
5. Push the security lock down until it locks.
6. Insert proper tag (red or white) into window on side of bag.
7. Post all information to the New deposit sheet (make sure you post the bag number) and have a witness sign the deposit sheet.
8. Deposit bag in front of witness and double check to make sure bag has dropped.
9. Post your deposit on the new red tag day card.
10. If you need additional bags for any reason, call the Dispatcher immediately.
11. REPEAT: The last Collector on duty will deposit all bags used or unused into the drop safe.
12. There will be no bags left in the booth overnight.

56B COLLECTORS AND OTHER STATION ATTENDANTS

13. The last Collector will post this information to his red tag day card.
14. The Dispatcher is to be notified immediately of any discrepancies or unusual circumstances.
15. When no authorized employee is available for witnessing a drop of a money bag, the Collector will call Central Control for instructions. The Dispatcher at Central Control will call the RTL Train Starter or official of the Green Line to have an authorized person sent to location to witness the drop. If no authorized witness is available, the Dispatcher will ask the Collector what type of drop he or she is making (Red Tag or White Tag), the bag number, and how much money is in the bag. He will then tell the Collector to make the drop and to check the well visually and physically to be sure the bag has gone down into the safe, and then note this information on the log. The Dispatcher is to stay on the phone until this transaction is completed.
16. Employees must observe and comply with listing showing amount of money that is to be issued during the evening hours in each booth, and this amount must not be exceeded without proper authorization. Surplus money must be deposited.

8/7/78

(2) GATEMEN:

Gatemen will be required to account for all tickets and Identification Checks accepted by them, filling out proper day card and depositing them in the station safe. Deposit slip must be signed by Gatemen for each bag deposited and certified to, in the same manner as required for Collectors.

97. DEFECTIVE FARE BOXES OR PASSIMETERS

(a) Employees must not tamper with, attempt to remove or repair fare boxes or passimeters, except with proper authorization.

(b) Any defective or disabled fare box or passimeter must be reported immediately to the Dispatcher and replaced as soon as possible.

(c) When a fare box becomes disabled, employees shall have passengers deposit fare in boxes in the same manner as if the fare box was in working order. If it becomes necessary, due to a shortage of change, to collect fares by hand, a record of fares collected must be kept by cancelling a blank day card with dummy punch, and the disabled fare box must not be used again until replaced. Original cancelled day card must be turned in with the day's work and note of same made on back of regular day card. The fares recorded by punching day card must not at any time be deposited in fare box but must be turned in with regular day's receipts.

RULES FOR PORTERS

98. PORTER DUTIES

(a) Porters will be required to keep the stations to which they are assigned in clean and suitable condition, under the direction of Officials in charge.

(b) Sweeping and cleaning must be done without offense or inconvenience to patrons.

(c) Porters must not leave the premises while on duty without permission.

(d) Particular attention must be given to escalators, platforms, stairs and toilets to see that no foreign substances are allowed to remain that might cause an accident to persons or damage to property.

(e) In case of accident in a station, Porters must make an accident report regarding the condition of the platform, stairs or place where accident occurred, hours of duty, time when the exact place was cleaned or examined before and after accident, condition in which found, and all other essential information, including names of any witnesses to the accident, condition, or both.

(f) Before cleaning any train pit, Porters must first notify the Dispatcher that they are going to shut off third rail power, receive permission from the Dispatcher to do so, and then must protect themselves by placing lighted red lanterns at each end of the pit at a sufficient distance to safeguard their movements. Metal implements of any kind must never be used near the third rail.

SPECIAL RULES FOR MASTER CONTROL OPERATORS AND TOWERMEN

99. RESPONSIBILITIES

1. MASTER CONTROL OPERATORS RESPONSIBILITIES

(a) Must report for and remain on duty, as directed, unless excused by proper authority.

(See also Rule 15, General Rules)

(b) Oversees the Control Consoles at Dewey Square and the various field locations when so required.

(c) Responsible for the proper routing of trains over switches using every means, consistent with safety to facilitate train movements.

(d) Responsible for terminal operations at designated locations.

(e) Responsible for automatic or manual route selections at all junctions in accordance with directions from Dispatcher.

(f) Coordinates assigned schedules with personnel in the field, expresses trains and diverts or deletes trips at the discretion of the Train Dispatcher to provide the best available service to the public.

(g) Maintains logs and records as required.

(h) When it has been ascertained that it is safe to do so, issues radio releases when required. (Anything beyond a radio release must be made by direction from the Train Dispatcher.)

(i) Shall acknowledge Radio communications promptly and such response shall be explicit and to the point, in accordance with the F.C.C. requirements — **WHENEVER EMERGENCY CODES ARE RECEIVED, THE TRAIN DISPATCHER MUST BE NOTIFIED IMMEDIATELY.**

(j) Must not permit unauthorized persons to touch or operate the Console at any time.

(k) Must not change or interfere in any way with the Console mechanisms or other apparatus used in the control of rail traffic.

(l) Responsible for periodic movement of all switches whenever ice or snow or freezing weather conditions exist.

(m) Responsible for a complete knowledge of all Signal Rules pertinent to a safe rail traffic operation.

(n) When Master Control Operator is relieved, all orders, notices, messages on hand and information regarding defects must be transferred to and acknowledge as understood by the relieving Master Control Operator.

2. TOWERMEN

(a) Towermen must personally report to the Train Dispatcher by telephone at the time they report on and off duty and shall not leave the tower, when on duty, without his permission.

(b) When the Towerman is relieved, all orders, notices, messages, on hand and information regarding defects must be transferred to and acknowledged as understood by the relieving Towerman.

(c) Towermen shall be held responsible for the proper routing of trains over switches in their charge and must use every effort consistent with safety to facilitate train movements.

(d) Towermen shall not permit levers to be operated by unauthorized persons and shall allow only Officials of the Authority, those employed in the maintenance of the apparatus or persons exhibiting proper passes to enter the tower.

(e) Towermen shall not change or interfere in anyway with the mechanism of the interlocking or other apparatus.

(f) Responsible for a complete knowledge of all Signal Rules pertinent to a safe rail traffic operation.

100. INTERLOCKING OF SIGNALS

When an interlocking signal has been cleared for an approaching train, it must not be returned to danger ahead of the train for which it has been cleared except in case of emergency, such as disabled train, signal disobeyed or to prevent an accident. In such cases, the route must not be changed until the Motorman from whom the signal was taken is notified.

101. OPERATION OF SWITCHES

When an interlocking switch is out of order and cannot be locked from the interlocking machine, the Maintainer should be notified and the switch placed on hand-lever operation until restored to service.

Prior to the Towerman or the Master Control Operator allowing a train to proceed over the malfunctioning switch, it must be ascertained that the switch is properly aligned and that no conflicting routes are established.

When assured that these conditions are met, the Towerman or the Master Control Operator may authorize the train to be flagged through the area.

102. PASSING DANGER SIGNAL

Should a train pass a danger signal, it must be reported immediately to the Train Dispatcher.

103. FLAGGING THROUGH INTERLOCKING

(a) When necessary to flag a train through interlocking limits, the signal must be given with a yellow flag or light from a point where there can be no misunderstanding as to which train is to be moved.

(b) All movements of trains in an interlocking must be in accordance with Rule No. 100.

104. USE OF AUDIBLE WARNING DEVICE

Each tower is equipped with whistle or other audible warning device with a distinctive tone. Towermen shall actuate this device when necessary to bring trains to an emergency stop. No other use of this device is authorized.

105. REPORT OF DAMAGE

Employees must report immediately to the Train Dispatcher any defect or damage to switches, frogs or interlocking apparatus.

106. FREEZING WEATHER

When freezing weather conditions are known to exist, the Towerman shall cause all switches to be thrown frequently. Switches must be thrown upon request of authorized persons when this action will not interfere with operations.

MOVEMENT OF TRAINS BY TRAIN ORDERS

107. TRAIN ORDERS

(a) Train orders, directing movements varying from or in addition to the regular operations of trains, are issued by the Authority over the signature of the Superintendent.

(b) The prescribed forms must be used and there must be no erasures, alterations or interlineations.

(c) Each order must be given in the same words to all persons or trains directly affected by it, so that each will have a duplicate of what is given to others.

(d) Orders must be numbered consecutively for each day as issued, beginning with number one (1) at midnight.

(e) Orders must be directed to those who are to execute them, naming the place at which each is to receive his copy. A copy must be delivered to each person addressed.

(f) Trains are designated by the number of the head motor car, and route number will be added, when necessary.

(g) Should a train be shifted so that the motor car for which an order has been issued is not the head car, but in another part of train, the order will remain in effect.

108. RIGHTS CONVEYED BY TRAIN ORDERS

(a) A train must be governed strictly by the terms of train orders relative to its operation and be applicable to it, and any motormen and crews assigned to such trains must not assume rights not conferred by such orders. In other respects, the train must be governed by the prescribed rules.

(b) Orders once in effect continue until fulfilled, superseded, or annulled.

109. WORDING OF TRAIN ORDERS

Following are examples of train order wording:

(a) Extra Trains — "Train 01100 will run extra Wellington to Dudley Street." A train crew receiving an order to run extra will run to the point named in the order in the normal direction of traffic, only and must not delay regular trains.

(b) Work Trains — Authority to occupy a specified portion of the track while working will be given in accordance with the following example: — “Train 0522 will work extra 1:00 a.m. until 6:00 a.m. between Wellington and Dudley Street.” A train crew receiving this order must not delay regular trains and will run only in the normal direction of traffic.

(c) If, in case of emergency, it is necessary to give work train the absolute right to one or more tracks in either direction, a statement, exemplified by the following words, could be added to indicate such a right — “and may use southbound track in either direction between North Station and Essex Station.”

(d) If a work train is started while regular trains are running and it is necessary to give the work train exclusive rights to one or more tracks between certain points as soon as regular trains have cleared, a statement exemplified by the following words, could be added to indicate such a right, “and after all regular trains have passed, may use southbound track in either direction between North Station and Essex Station until 5:00 a.m.” At 5:00 a.m. a work train headed in the wrong direction must run in the normal direction of traffic and take the first crossover available, keeping clear of regular trains.

(e) If the right to use a track in either direction between certain points is given, the order must be sent to the Towerman nearest to and on either side of the section of the track to be so occupied, before or at the same time as it is sent to the train, and must be signed by the Towerman and “completed” before the order to the train is “completed”.

(f) Towermen receiving an order that a train may use a track in either direction must not allow another train to go upon the section of the track so occupied.

(g) An example of an Annulled order is as follows: “Order No. 10 is annulled.” This will be numbered, transmitted and signed for as other orders. If an order which is to be annulled has not been signed or delivered to a train crew, the annulling order will be addressed to the Towerman, who shall destroy all copies of the order annulled but his own, and write on his copy, “Annulled Order No. ____.”

(h) An order which has been annulled must not again be restored by a train order under the same number used on the original order.

SAFETY RULES

RULE #110

- S-1 Employees must not engage in so-called "horseplay" or practical jokes, since to do so can lead to serious injury or damage to property.
- S-2 Rubbish, bottles, glass, paper, and the like, must not be strewn about the premises or thrown from any moving vehicle.
- S-3 Employees must not jump across any pit. They must either walk around or use walks provided for that purpose.
- S-4 Employees must be careful to wear clothing and shoes that will not hinder them in any way during the performance of their duties.
- S-5 Whenever necessary for employees to be about tracks, they must not step, walk, stand or sit on any rails, switches, or any movable parts of switches. Nor walk between running rail and third rail.
- S-6 Employees must not stand near or in advance of track switches when cars or trains are moving through switches.
- S-7 Under no circumstances should employees take hold of trolley poles or pantograph that is making contact with the wire.
- S-8 Employees operating a car or train within a carhouse or yard limits must insure that no one is in a position to be injured, and must know by careful observation and by signal that switches are properly set and track is clear before making movements over same.
- S-9 When coupling cars or trains, appropriate employees must operate from end of car next to where coupling is to be made, provided either end can be operated, and use special care to avoid injury to persons or equipment.
- S-10 Employees must never attempt to line up drawbars with hand or foot when cars or trains are in motion and about to be coupled.

- S-11 Whenever an employee has an occasion to go between or under passenger vehicle, he must, before getting into such a position, personally notify Motorman not to move car or train. After being notified not to move, Motorman must wait until personally notified by the same man it is safe to move and may do so after receiving proper starting signals.
- S-12 Employees on car platform between cars of a moving train must have a firm grip on the grab handle.
- S-13 When connecting or disconnecting "Inspection Bugs" on Rapi Transit Cars, poles must be hung on insulated hook and not left lying on the floor.
- S-14 Employees working about third rails, wires or cables must assume they are alive until tested and found dead. Before making any third rail or cable alive, employees should ascertain that no employee is working on same and it is safe to restore power.
- S-15 At locations where work is being performed on or near the third rail and it is impossible to make the rail dead, wood covers must be placed over same before work begins.
- S-16 Employees working near cranes, derricks, or hoists must be extremely careful not to walk or remain under any load suspended in the air.
- S-17 Tools and other material must not be left where someone may stumble over them, or where they could fall upon someone.
- S-18 Employees assigned to Flagging Details, must wear the prescribed safety vest.
- S-19 Safety Equipment such as hard hats, safety shoes, and glasses must be worn when provided by the Authority.

FIRE PREVENTION RULES FOR ALL EMPLOYEES

RULE #111

- F-1** Utmost care must be exercised by all employees to prevent fires. Employees noticing any fire or smoke on or near the Authority's property must:
- (a) Make every effort to prevent passengers from becoming unduly alarmed and extinguish fire, if possible.
 - (b) Report fire or smoke to Train Dispatcher immediately.
 - (c) Deadend third rail or remove trolley from wire, if necessary.
 - (d) On passenger vehicles in subway, tunnel, or on structure, unload at first station or emergency exit reached, if necessary.
- F-2** Employees must familiarize themselves with the location and method of operation of the fire alarm boxes and fire fighting equipment.
- F-3** Employees should not delay calling for assistance at a fire. The Fire Department must be summoned immediately. This precaution could prevent a major conflagration.
- F-4** Fire fighting equipment must be kept ready for instant use and unobstructed at all times.
- F-5** Fire hoses must be used only to extinguish fires. Fire hoses must never be used with water on any electrical equipment that is energized.
- F-6** Employees must not place any article on or about the sprinkler systems, hydrants, hose houses, fire alarm boxes, or any other items connected with a fire protection system.
- F-7** Before an Employee attempts to extinguish an electrical fire, the current in the circuit involved must be turned off.

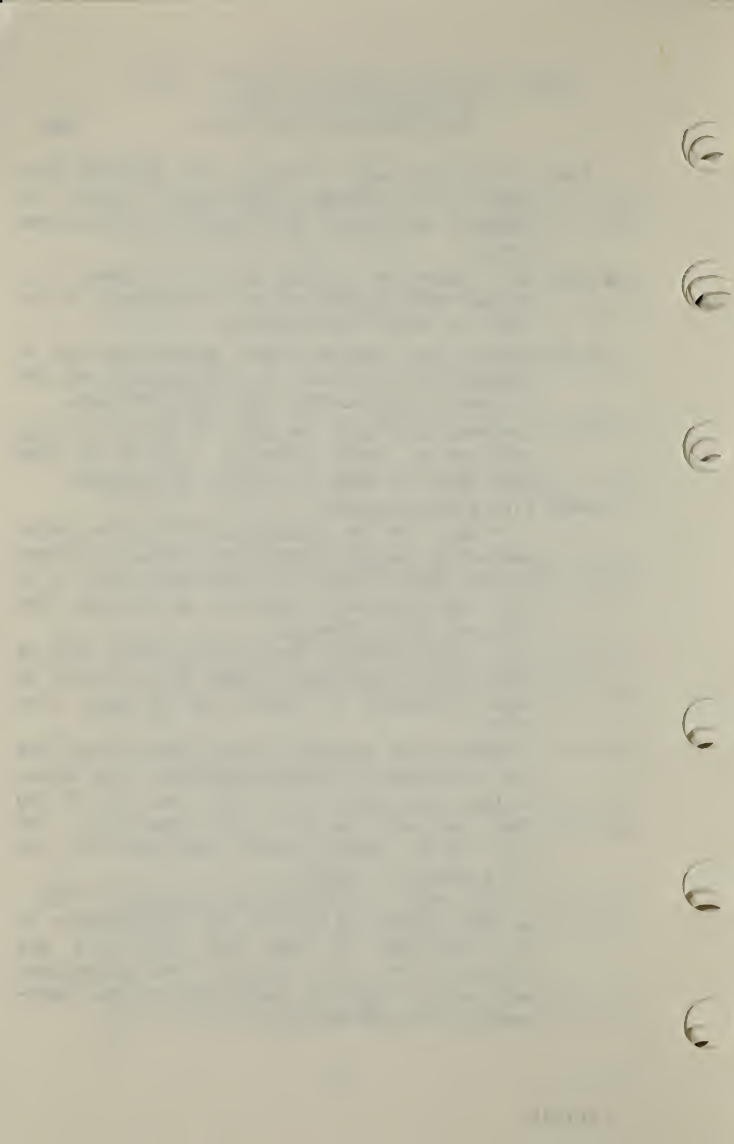
- F-8 All persons must refrain from careless disposal of lighted cigarettes, cigars or tobacco and must not smoke in prohibited areas.
- F-9 Oily waste or clothes must be stored in a closed metal container and not allowed to accumulate about the premises.
- F-10 Rubbish must not be placed anywhere except in receptacles provided for that purpose and not allowed to accumulate about the premises.
- F-11 Extreme care must be used to avoid spilling gasoline or other flammable liquids and they must never be used for cleaning purposes.
- F-12 Fire Extinguishers:

It will be the responsibility of the Yardmaster to assign Yardmen to inspect all cars in all yards nightly for the availability of fire extinguishers as well as to see that they are fully charged.

All cars missing fire extinguishers must be reported to the Shop Foreman and a record of same forwarded to Supervisor of each district.

Should the occasion arise where there are not sufficient fire extinguishers available, a four car train must have one (1) on the lead car and one (1) on the rear car. Two car trains should always have two (2) extinguishers on board.

Cars held in the shop for repairs; it shall be the responsibility of the Shop Foreman or his designee to see that all cars are equipped with fully charged fire extinguishers before turning same over to the Yardmaster for road service.



Should the occasion arise where there are not sufficient fire extinguishers available, the same procedure applicable to the Yardmaster shall be applied—one (1) on lead car and one (1) on rear car—four car train — two (2) on all two car trains.

Motormen and Guards shall report to the nearest official any missing or undercharged fire extinguishers, giving car numbers.

Inspectors and Starters shall notify the Dispatcher of any missing or undercharged fire extinguishers, giving time and car numbers.

Dispatchers shall keep a record of same and notify each Yardmaster of same for replacements.

PROCEDURES IN EMERGENCIES INVOLVING FIRE DEPARTMENTS

112.

In the following, the word "emergencies" shall be construed as fires, heavy smoke, accidents, attempted suicides or any other situation on or in MBTA property requiring the immediate response of Fire Departments.

MBTA PROCEDURE

When an emergency arises involving MBTA equipment, a request from an official of the Fire Department to any employee of the MBTA shall receive immediate attention.

Upon receipt of a power cut request from the Fire Alarm Office, the MBTA Train Dispatcher shall immediately order the power off in the affected area. He shall also dispatch the MBTA emergency crew to the scene.

When definitely assured that the power is cut off, the MBTA Train Dispatcher shall notify the Fire Alarm Office.

The MBTA emergency crew, upon arrival at the scene of the emergency, shall report to the officer in command and be guided by his instructions. They shall be on the alert to prevent trains from bridging over into dead sections. They shall constantly use test lamps at all emergencies involving third rails and other electrical equipment.

The Fire Department officer in command will determine when the power can be restored and is authorized to order that said power be restored. Said officer may not necessarily be the officer who had ordered the power shut off.

When an MBTA employee discovers a fire or heavy smoke involving a train, car, bus or other vehicle or a fire or heavy smoke in any MBTA property, he shall immediately notify the Fire Department by the most expeditious means available.

Additional instructions promulgated by the MBTA officials, with the approval of the Boston Fire Department, are as follows:

SAFETY OF PASSENGERS —

When fire or smoke develops on a train, the Motorman must immediately determine if it is safe to proceed to the next sta-

tion, stopping the train for inspection, if necessary. The train *MUST NOT PROCEED TO THE NEXT STATION IF IT INVOLVES ENTERING A SUBWAY. A TRAIN ON FIRE MUST BE STOPPED SHORT OF ANY SUBWAY SECTION.* If it is impossible for the train to reach a station where all passengers can be discharged, passengers must be removed from the burning car to other cars on the train, or, if a single car, to the roadway.

In any case of smoke detection, the train must be unloaded of its passengers at the nearest station, and the Motorman or Official at the scene shall determine the safest procedure to follow considering the safety of passengers and equipment.

In cases of heavy smoke or question of fire on cars equipped with *THIRD RAIL SHOES THAT CAN BE LIFTED*, the third rail shoes on the involved cars must be lifted before proceeding. On cars equipped with the *OLD TYPE OF SHOE BEAMS*, all four shoe fuses must be split on involved cars. In case of *FIRE IN SHOE BEAM*, said shoe beam must be removed before car may proceed.

On cars that have *OVERHEAD PANTOGRAPHS*, said pantograph must be locked down and kept down once the shoe fuses on car have been split.

If train cannot be moved but fire and smoke conditions permit, Train Dispatcher will arrange for a relief train to be moved into position and passengers evacuated into it. The relief train should be cleared of passengers before going to the disabled train's assistance. The third rail must not be de-energized until the relief train with the evacuated passengers has cleared the emergency area.

When conditions dictate immediate evacuation of train, power must be removed from all tracks in the area, hand brakes must be set, and the passengers evacuated to the roadbed by the train's end doors or side doors. Emergency Ladders must be used when time permits.

(a) If because of communications failure, power has not been removed, trainmen must keep all passengers clear of the third rails and adjacent tracks.

(b) PASSENGERS MUST BE DIRECTED/ESCORTED
IN AN ORDERLY MANNER TO THE NEAREST STATION

4/1/81

PLATFORM, SUBWAY EMERGENCY EXIT OR POINT OF SAFETY.

(c) VERTICAL WHITE FLUORESCENT LIGHTS ON SUBWAY WALL INDICATE EMERGENCY EXIT IN THAT AREA.

Train Dispatcher must hold all other trains clear of the burning train until it is known to be safe to advance it.

If burning train is in a subway section and fire and smoke conditions are severe, all affected stations must be evacuated. Stations will then be closed to all but fire fighting and emergency MBTA personnel.

COMBATTING THE FIRE —

Train Dispatcher must arrange for Fire Department or fire fighting personnel to intercept burning train.

After burning train has been evacuated, the following will apply:

(a) Train must not be moved. Train Dispatcher must be notified so that the third rail can be de-energized. Station must be evacuated and closed to safeguard the public and avoid interference with fire fighting operations. MBTA police and other Police Departments will be requested to assist in the evacuation of the station.

(b) If a relief train has been used, Train Dispatcher must not de-energize the third rail until the relief train has cleared the area.

(c) Trainmen on burning train must turn off all switches and apply handbrake(s) on burning car(s) as soon as possible. Handbrakes must be applied and battery and motor generator switches turned off in all other cars after the third rail is de-energized.

(d) If fire and smoke conditions permits MBTA personnel at the scene will use available fire extinguishers to combat the fire until fire fighters arrive.

CONTINUATION OF SERVICE —

Every effort must be made to maintain service as close to normal as possible, using as much of the line as remains open. The Train Dispatcher must summon whatever assistance is required to effect this end.

Trains must not be operated on tracks adjacent to the train on fire until the Train Dispatcher knows it is safe to do so. He will ascertain this by establishing reliable communications with the trainmen or supervisory personnel at the scene.

The public must be kept accurately informed of the probable duration of any delays, with periodic train and station announcements, Announcements must be made at five-minute intervals while delays persist.

THE USE OF THE WORD "FIRE"
MUST BE AVOIDED IN ANY TRAIN OR
STATION PUBLIC ADDRESS ANNOUNCEMENT.

RAIL LINE FACILITY IDENTIFICATION

STATIONS AND TOWERS

(1) Stations are designated by the following numbers:

(ORANGE LINE)

MAIN LINE

Oak Grove	029
Malden	028
Wellington	01
New Sullivan	02
Community College	03
North Station	04
Haymarket No. & So. Bound	05
State No. Bd.	06
State So. Bd.	07
Washington No. Bd.	08
Washington So. Bd.	09
Essex So. Bd.	010
Essex No. Bd.	011
Dover Street	020
Northampton	021
Dudley Street	022
Egleston Square	023
Green Street	024
Forest Hills	025

(RED LINE)

CAMBRIDGE-DORCHESTER LINE

Harvard	031
Central	032
Kendall	033
Charles	034
Park Street Under	035
Washington No. and So.	036
South Station Under	037
Broadway	038
Andrew	039
Columbia	040
Savin Hill	041
Fields Corner	042
Shawmut	043
Ashmont	044
Mattapan	045
North Quincy	100
Wollaston	101
Quincy Center	102

(GREEN LINE)

CENTRAL DISTRICT

Lechmere	47
Science Park	75
North Station West	48
North Station Canal	49
Haymarket North & Southbound	50
Government Center	52
Park Street Southbound	55
Park Street Northbound	56
Boylston Street Southbound	57
Boylston Street Northbound	58
Arlington	72
Copley	71
Auditorium	70
Kenmore	69
Prudential	73
Symphony	74

8/7/78

(BLUE LINE)

EAST BOSTON TUNNEL LINE

Bowdoin	059
Government Center	060
State East & West Bound	06 R
Aquarium	061
Maverick	062
Airport	063
Wood Island	064
Orient Heights	065
Suffolk Downs	066
Beachmont	067
Revere Beach	068
Wonderland	080

(2) Interlocking towers are located as follows:

Tower H	Forest Hills
P	Harvard Square
S	Cabot Center
T	Orient Heights
W	Wellington

**RULES AND PROCEDURES FOR
OPERATING IN-CAB
SIGNAL TERRITORIES OF THE
RAIL LINES**

RULE #1 — AUTOMATIC TRAIN OPERATION (ATO) and MANUAL (AUTOMATIC TRAIN CONTROL. — ATC) OPERATION

Normal operation of trains on the South Shore Cambridge-Dorchester Lines is ATO (Automatic Train Operation). Motormen must receive special instructions or permission from The Train Dispatcher before using MANUAL OPERATION (ATC, or Automatic Train Control) or other modes such as EXTERNAL RELEASE (RADIO), MANUAL RELEASE or EMERGENCY MANUAL RELEASE (Cab Signal Emergency By-Pass).

RULE #1A — OPERATION OF TRAIN IN EXTERNAL OR MANUAL RELEASE MODES

When cab signal aspect on console displays STOP without OBEY RULE illuminated and after the train stops, the Motorman must move the Master Controller Handle to maximum brake position. If within one minute the cab signal indication does not change, the Motorman must notify The Train Dispatcher as to the trouble giving train number, radio number and location. The DISPATCHER will then give instructions. The Motorman must follow the instructions of the DISPATCHER and do so with all due caution. BEING ALERT FOR ANOTHER TRAIN (OR ANY OTHER OBSTRUCTIONS ALONG THE RIGHT OF WAY.

An exception to above is that when a train is entering a yard the cab signal indicator automatically displays EXTERNAL RELEASE and it is not necessary to contact The Dispatcher.

RULE #2 — OPERATION OF TRAINS IN EMERGENCY MANUAL RELEASE

If EXTERNAL RELEASE (RADIO) and MANUAL RELEASE fail, Motormen must contact the Train Dispatcher at Central Control for permission to use Cab Signal Emergency By-Pass. After permission is received, the Motorman will turn the switch on. The amber light mounted on the upper portion of the collision post outside the car will be extinguished, indicating that the train is on Cab Signal Emergency By-Pass. Authorization must then be granted by the Train Dispatcher at Central Control for the train to proceed to the next station or location.

When operating a train on In Cab Signal Emergency By-Pass under the direction of the Dispatcher, trains will be unloaded at the next station unless otherwise directed by the Dispatcher *ONLY*. The train will then be manually blocked to its terminal station or Cabot Center.

Motormen will be held strictly responsible for obeying the aspects displayed on the Interlocking wayside and Cab Signal Console. Should a more restrictive indication be displayed on the cab signal console than on the Interlocking wayside or vice versa, the more restrictive indication will be obeyed.

The Motorman must exercise extreme caution and be alert for any obstruction.

RULE #3 — TWO WAY PORTABLE RADIOS

Inspectors and Starters will be equipped with and are responsible for two way portable radios and must carry them on their person at all times while on duty. It will be their responsibility to answer calls from Central Control with their location, and also to keep Central Control informed of any unusual occurrences in their area. They also must keep the Dispatcher informed as to their location.

RULE #4 — HEATING AND AIR CONDITIONING

On cars numbered 01500's and 01600's, the train crew is responsible to see that the temperature control switch is activated. This will insure proper heating and air conditioning throughout entire train.

RULE #5 — ANNOUNCEMENTS USING PUBLIC ADDRESS

The Guard will make all station announcements using the public address microphone. He will announce stations as the train approaches. When leaving a station, he will announce the next station and also make such other announcements as conditions make necessary e.g. crowded cars, platforms, etc.

At major stations such as Harvard, Park Street, Andrew, Ashmont and Quincy, he will announce, "No smoking please".

In case of malfunction of public address system at the Guard's position, the Motorman will make all announcements.

If Guard wishes to converse with Motorman or Motorman with Guard, he will place radio switch to Intercom and signal with four short rings of the bell. When conversation is completed, Motorman will put phone back on hook and function switch back to radio.

*UNNECESSARY USE
OF THE INTERCOM IS FORBIDDEN*

RULE #6 — INTERLOCKINGS

Motormen will be held strictly responsible for obeying the aspects displayed on the interlocking wayside signal and the cab signal console. Should a more restrictive indication be displayed on the cab signal console than on the interlocking wayside signal or vice versa, the more restrictive indication will be obeyed.

If a train is held at an interlocking by a STOP indication displayed on either the interlocking wayside signal or the cab signal console, the Motorman must contact the Dispatcher within one minute for instruction.

*ALL INSTRUCTIONS FROM CENTRAL CONTROL
MUST BE STRICTLY ADHERED TO*

If unable to get instruction from Central Control, the Motorman must take instruction from authorized personnel at scene.

Interlocking switches may be operated manually by authorized personnel if Central Control is unable to operate switch. Such authorized personnel first must receive permission from Central Control and make sure that the switches are properly set before allowing train to pass over same. After crossing over, switches must be returned to normal and locked unless otherwise ordered from Central Control.

"All trains authorized to proceed past a STOP Wayside Signal must be governed by the following directive:

The Dispatcher at Central Control or any authorized personnel at the scene who desires to grant permission to allow the train to proceed into an area beyond the STOP Wayside Signal,

whether area is occupied or unoccupied, must personally instruct the Motorman to proceed with caution at a speed no greater than ten (10) miles per hour, prepared to stop short of a train or obstruction.

The above will apply when defects in Interlocking areas are evident or in cases whereby it will be required to proceed beyond the STOP Wayside signal to tack onto a disabled train."

RULE #7 - THE USE OF THE LOCAL — REMOTE SWITCH WHEN OPERATING FROM OTHER THAN THE FRONT END OF TRAIN

When necessary to operate from other than the head car, Motorman must first receive permission from the Dispatcher. Upon receiving this permission the Motorman must place the REMOTE/LOCAL switches in head end cab and in the cab from which he is about to operate from "LOCAL" to "REMOTE" position to pick up the signal from the head car sensors and activate the cab signal indication panel in operating cab. Before proceeding a trainman must be placed in head end cab to pass back signals in case of an obstruction or persons on or near track. If BCO (Brake cut out) is cut out, Motorman must assign a responsible employee to stand by the BCO valve.

RULE #8 — OPERATIONAL RULE FOR WORK TRAIN AND TRAINS NOT EQUIPPED WITH CAB SIGNALS

Should it become necessary for the work train or other trains not equipped with Cab Signal to operate in Cab Signal territory, permission must first be obtained from the Train Dispatcher to leave wayside signal territory and enter Cab Signal territory. The Dispatcher, after ascertaining that it is clear to enter cab signal territory and proceed to the first station in the direction of travel, shall grant permission to proceed to the first station. After arrival at the first station, Motorman must receive permission from the Dispatcher to proceed to the next station.

This procedure must be followed at each station unless otherwise directed by the Dispatcher.

This rule must be obeyed in addition to any other train order(s) received.

Motormen must test radio communications with Central Control before train enters Cab Signal territory.

RULE #9 — YARD MOTORMAN RESPONSIBILITIES

It is the responsibility of the Yard Motorman to see that all switches in the Electric Locker low voltage panel, Drum Switches, and by-pass switches, are in the proper position on all cars in the train and all hand brakes fully released.

Door by-pass switch must be secured in the OFF position by seal. If a seal is found to be broken, it must be reported and secured before the train is allowed in road service.

Insure that the Local-Remote Switch is on Local, and the ATO MANUAL Switch is set in proper mode for road service and the temperature control switch is ON.

Insure that the mode of operation (ATO or MANUAL) is receiving its proper code. This will be done by using the tracks and controls set up for this purpose.

Radios must be checked and cars cycled on a 24 hour basis. Yardmaster and Central Control will keep logs on this procedure. Cars with a cycling defect will not be allowed in service.

Yard Motormen making up trains in the yard or at the tack on must insure that all angle cocks are in the proper position, so that when the couple switch is energized, proper contacts will be made by the train line buttons and air connections in the drawbars. From November to March. — ALL SILVER BIRD CARS WILL HAVE DRAW BAR COVERS ON OPEN ENDS. AT ALL TIMES. They will be installed by yard-motormen.

When making up or cutting trains, the couple or uncouple buttons on the console are to be used for normal operation.

Plunger buttons, located on the bottom of the E.P.C. (ELECTRIC PNEUMATIC CONTROL) box are to be used if the buttons on the console fail.

When storing cars in the shop or in the yard, the main battery switch #1, the train battery switch #2, and the auxiliary control switch #24 must be cut out, and the hand brake set.

RULE #60-A OBEY RULE

When cab signal aspect on console flashes STOP with OBEY RULE lighted and the Hooter Alarm sounds, Motorman must apply maximum brakes within 2½ seconds to slow train to 10 mph then continue at this speed, with caution, prepared to stop short of a train, any obstruction or a red interlocking signal.

OPERATING PROCEDURES

1. DESCRIPTION OF OPERATING FUNCTIONS OF ATO AND ATC

The basic scheme of operation contains the following three sections:

(a) *Cab Signal*

1. This section displays in the cab, in front of the Motor-man, a SPEED LIMIT command in white numbers.

2. The displays are STOP, OBEY RULE 10 mph, 25 mph, 40 mph, and 50 mph.

3. The SPEED LIMIT display is automatically controlled by trains ahead through the block signal systems or by speed limits for curves and station platforms. It acts in place of block signals on the wayside.

(b) *Automatic Speed Regulation (Automatic Train Operation-ATO)*

1. This section automatically limits the operation of the train motors (power or dynamic brake) to hold the speed to that required by the SPEED LIMIT display in the cab signal section.

2. The speedometer displays the actual speed of the train in red numbers on the cab signal indicator.

(c) *Overspeed Control (Automatic Train Control-ATC)*

1. This section applies the emergency brake when the speed of the train is three mph above the speed required by the SPEED LIMIT display in the cab signal section.

When ATO is not in operation ATC applies the emergency brake instead of the service brake.

2. CAB SIGNAL INDICATOR

(a) The cab signal indicator displays the SPEED (red numbers) at all times, in all cabs.

(b) The other indications are displayed when the reverser lever is in the forward position.

(c) OBEY RULE

This indication is one of the cab signal aspects controlled by the block and interlocking signal system.

(d) **STOP**

This indication is one of the cab signal aspects controlled by the block and interlocking signal system.

(c) **ALARM HOOTER**

The alarm hooter sounds a "beep beep beep" tone which always means that the Motorman must acknowledge within 2½ seconds by placing the master controller handle in the maximum service brake position.

(f) **SPEED LIMIT**

The **SPEED LIMIT** indications will govern the speed of the train when in ATO, or display the maximum speed permitted when in ATC.

(g) **ASPECT LAMP TEST BUTTON**

When the button on the back of the aspect panel is depressed, all aspect lamps should illuminate.

3. CAB SIGNAL WHEN FOLLOWING ANOTHER TRAIN

(a) When the train approaches another train or enters a reduced speed zone, the cab signal **SPEED LIMIT** (white numbers) changes to a lower speed.

(b) The indication flashes until the speed of the train is reduced to the required speed.

(c) No action is required by the Motorman while in the ATO OPERATION mode as indicated by the cab signal indicator.

4. CAB SIGNAL STOP AND OBEY RULE

(a) The **OBEY RULE** illuminates in conjunction with a flashing **STOP** indication. The hooter sounds indicating that the Motorman must acknowledge immediately by placing the master controller in the maximum brake position.

(b) If the Motorman acknowledges in time, the **STOP** indication is extinguished, the 10 illuminates, and the hooter stops when the train speed reaches 10 mph.

(c) The **OBEY RULE** indication remains illuminated; if the Motorman acknowledges too late, the train is brought to a stop.

5. CAB SIGNAL

The 10 signal, with or without the OBEY RULE indication, means that the Motorman must be alerted to manually stop his train short of another train or any other obstruction.

6. CAB SIGNAL STOP

(a) When the train enters the block behind the train ahead, the service brake is automatically applied immediately and the cab signal indicator displays STOP, THE OBEY RULE indication will not show, and the hooter will not sound.

(b) The Motorman should move his controller to the full service brake position until a less restrictive indication is received.

(c) When the train ahead moves out of the block, the cab signal changes to a less restrictive indication and the Motorman should react accordingly.

7. INTERLOCKING

(a) Wayside signals at interlockings are provided to display aspects for a stop and stay indication at the entrance to switches and to indicated routes. Red over Red indicates "Stop and Stay", Yellow over Red, Red over Yellow or an illuminated route number indicates "Proceed in accordance with cab signal indication."

(b) When the interlocking signal displays red over red, the cab signal indicator displays reduced speeds in approach to the interlocking, and the train will stop in advance of the interlocking.

8. YARD SIGNAL

When entering a yard, the cab signal indicator automatically displays EXTERNAL RELEASE. It is not necessary to contact the Control Center.

9. LOCK OPERATION

Doors cannot be opened while the train is in motion. Brakes can be released, but the motors cannot be operated unless the doors are closed, or the door bypass is operated.

10. SUMMARY OF CAB SIGNAL ASPECTS

- (a) 50-ATO ATO
- (b) 40-ATO ATO
- (c) 25-ATO ATO
- (d) 10 -ATO-OBEY RULE. ATO Motorman to stop clear of obstruction.
- (e) 10-MANUAL OPERATION-EXTERNAL RELEASE- Manual Operation at 10 MPH. Motorman to stop clear of obstruction.
- (f) STOP-ATO-OBEY RULE hooter-Motorman must acknowledge.
- (g) STOP-ATO-Acknowledge in anticipation of STOP OBEY RULE signal. Call Control Center for external release if necessary to move train.
- (h) EMERGENCY MANUAL RELEASE

11. ATO-MANUAL ROCKER SWITCH

(a) On the left-hand side of the console panel in South Shore cars, there is a rocker switch designated ATO (Automatic Train Operation) and Manual (Manual Operation) ATC (Automatic Train Control). In Cambridge-Dorchester cars, this switch is located to the right of the windshield.

(b) With the switch in the ATO position, the train operates under speed regulation, with automatic overspeed and underspeed protection through cab signal commands. The speed of the train is automatically regulated according to the code received from the track. Station stops must be made manually by the Motorman.

(c) With the switch in the Manual position, the Motorman must operate the train, according to the speed limit displayed on the cab signal console, with overspeed protection. In the event of overspeed the alarm hooter will sound, the Motorman must, within 2½ seconds, make a maximum brake application to reduce the speed of the train to that indicated, or the train will go into emergency braking.

(d) The Motorman may transfer the control to MANUAL with the ATO/MANUAL switch while the train is stopped. The system automatically transfer to MANUAL for certain operating modes. These modes are yard signal, EXTERNAL

RELEASE, and EMERGENCY MANUAL RELEASE. The indications, EXTERNAL RELEASE, MANUAL RELEASE AND EMERGENCY MANUAL RELEASE light when these releases are in effect.

12. AUTOMATIC TRAIN OPERATION — ATO

(a) *Starting*

1. Place the LOCAL/REMOTE switch in the LOCAL position.
2. Place the ATO/MANUAL switch in the ATO position.
3. Insert the reverser key and position it forward. This illuminates the indication on the cab signal indicator. The indicator will now show the actual mode of operation.
4. Charge the brake line in the usual manner by moving the master controller to the full service brake position and waiting for the air gauge to indicate full charge.
5. With the ATO/Manual switch in the ATO position the Motorman, after receiving the automatic door signal, places the master controller handle to the full power position. The train accelerates, or the brakes apply, according to the speed limit indicated, without the Motorman moving the master controller handle from the power position.
6. When approaching a station, the Motorman must apply the brakes and make the station stop.

THE MOTORMAN MAY SLOW OR STOP THE TRAIN AT ANY TIME BY MOVING THE MASTER CONTROLLER HANDLE TO THE BRAKE POSITION.

(b) *Operation*

1. The actual condition of the controls is always indicated by the ATO OPERATION and MANUAL OPERATION lights on the cab signal indicator. The Motorman may take the ATO section out of service by positioning the ATO/MANUAL switch to MANUAL while the train is stopped.
2. If the ATO/MANUAL switch is operated while the train is in motion, the transfer will occur only after the train stops.

13. AUTOMATIC TRAIN CONTROL-ATC (MANUAL OPERATION)

(a) *Starting*

1. With the ATO/MANUAL switch in the MANUAL posi-

tion, the Motorman, after receiving automatic signal, places the master controller handle to the full power position, and the train accelerates to the speed indicated on the speed limit indicator.

2. If the train exceeds the speed limit by more than 3 mph, the alarm hooter will sound. The Motorman must then put the master controller to the full service brake position within 2½ seconds to reduce speed, or the train will make an emergency stop.

3. If the speed limit changes to a lower speed, the sign on the console will flash and the hooter will sound, indicating to the Motorman that he must reduce the speed of the train to the speed indicated.

4. If the train goes into emergency stop, the Motorman must place the master controller handle in the emergency position, discharge the brake pipe, and then move the master controller back to the full service brake position to recharge the brake.

(b) *Motion Check*

1. The check of the door interlock is a special feature which prevents opening the doors while the train is in motion. If this interlock fails when the train starts, the emergency brake is automatically applied. The train must move over 3 mph within 10 seconds after the brakes are released, or it will go into emergency braking.

2. If the master controller is inadvertently left in coast and the emergency brake is applied accidentally, the master controller must be placed in the emergency position and, after the prescribed length of time, the handle must be placed in full service position to recharge the system. Normal operation can then be resumed.

(c) *External Release*

If it is desired to close in or couple to the train ahead while the STOP indication is displayed, the Motorman must call the Dispatcher on the train radio, reporting his train number, radio number, location, direction of travel, and the situation.

2. While the Motorman has his radio hand set off-hook, the Control Center transmits a release by train radio. The cab signal changes to 10, ATO OPERATION automatically changes to MANUAL OPERATION, and EXTERNAL RELEASE illuminates.

3. The Motorman may then operate the train below 13 mph under ATC operation. If the speed exceeds 13 mph, the hooter sounds. The Motorman must acknowledge by moving his master controller to full service brake position within 2½ seconds or a penalty emergency brake application will result.

4. The EXTERNAL RELEASE will be cancelled when a higher speed limit is displayed, and if the ATO manual switch is in the ATO position, the train will revert to ATO.

(d) *Trip Cocks*

1. When operating with cab signals, the trip cocks are out of service on the South Shore trains only. This means that accidentally striking an object on the track will not cause the South Shore train to go into emergency braking.

2. Trip cocks will be in service at all times on the Cambridge-Dorchester trains until further notice.

3. Trip cocks will be in service on the South Shore trains until further notice, under the following modes of operation: EXTERNAL RELEASE, MANUAL RELEASE, Yard signal (10 and EXTERNAL RELEASE), EMERGENCY MANUAL RELEASE, and whenever the cab signal is not in service.

14. HOW TO OVERCOME ORDINARY TRAIN TROUBLES AND ATO-ATC TROUBLES

(a) *Failure of ATO*

1. If the cab signal indicates STOP, the Motorman must contact the Dispatcher giving his train number, radio number, and location.

2. The Control Center will send a code to this train, and ATO OPERATION will automatically change to MANUAL OPERATION.

3. The EXTERNAL RELEASE will illuminate, and the Motorman must operate his train manually at 10 mph. The alarm hooter will sound if the Motorman exceeds 13 mph.

4. If a higher speed limit is received, the train will automatically revert to ATO OPERATION and display the higher speed limit.

5. When the ATO/MANUAL switch is put into the MANUAL position, the TRAIN DISPATCHER must be notified.

6. If the cab signal is malfunctioning in any other way, the Motorman must contact the DISPATCHER, for permission to place the ATO/MANUAL switch in the MANUAL position.

7. When under MANUAL OPERATION, the Motorman must not exceed the cab signal SPEED LIMIT by more than 3 mph. If he does, the alarm hooter will sound and the Motorman must act accordingly, and reduce the speed.

(b) Failure of External (Radio) Release in ATO

1. If EXTERNAL RELEASE fails to give the 10 mph code, the Motorman must contact the Dispatcher for permission to use the manual release. This is a spring-return switch operated by the reverser key located in the electric locker. Operation of this release will change the cab signal to 10 mph, and will illuminate the MANUAL OPERATION and the MANUAL RELEASE indications.

2. The Motorman may now operate the train manually below 13 mph with the alarm hooter sounding if the speed exceeds 13 mph.

3. MANUAL RELEASE will be cancelled when a better indication is received, and operation will revert back to ATO.

(c) Failure of External (Radio) and Manual Release in ATO

1. If EXTERNAL RELEASE (Radio) and MANUAL RELEASE fail, the Motorman must contact the TRAIN DISPATCHER for permission to use EMERGENCY MANUAL RELEASE (cab signal emergency by-pass). This is a switch under the cab, and after turning the switch on, the MANUAL OPERATION and the EMERGENCY MANUAL RELEASE indicators will illuminate. The amber light will be extinguished.

2. There will be no overspeed control on the train. The Motorman can operate the train at a speed of 25 mph, but he must adhere to instructions from the Train Dispatcher (Rule #2

Rules and procedures for operating in-cab signal territories of the Rail Lines). He must also obey all wayside signals. The train will not revert to ATO if a better indication is picked up.

3. The Motorman should place the emergency by-pass switch in the OFF position when a better code is indicated.

4. When operating on ATO, ATC or MANUAL OPERATION, The Motorman must be alert for obstructions or persons on or near the tracks.

(d) Failure of ATC — MANUAL OPERATION

1. If the cab signal indicates stop, the Motorman must contact the Dispatcher, giving the train number, radio number, and location. The Control Center will then dial a code to this train. EXTERNAL RELEASE, will illuminate, and the Motorman may operate his train at 10 mph with overspeed control. The hooter will sound, if the Motorman exceeds 13 mph.

2. If a higher speed limit is displayed, the train will automatically revert to ATC Manual Operation.

(e) Failure of External (Radio) Release in ATC — MANUAL OPERATION

1. If the external release fails to give the 10 mph code, the Motorman must contact the Dispatcher for permission to use the manual release, this is a spring return switch located in the electric locker and operated by the reverser key. When this switch is operated, MANUAL RELEASE on the console will illuminate. This will allow the train to operate at 10 mph.

2. If train exceeds 13 mph, the alarm hooter will sound.

3. Should a higher speed limit be displayed, the train will automatically revert to MANUAL OPERATION, and MANUAL RELEASE will extinguish.

(f) Failure of External (Radio) MANUAL RELEASE in ATC-Manual Operation

1. If the external (Radio) release and the manual release fail, the Motorman must contact the Dispatcher for permission to use EMERGENCY MANUAL RELEASE (the cab signal emergency by-pass). This is a switch under the cab. After turning the switch on, the EMERGENCY MANUAL RELEASE will illuminate, & the amber light will be extinguished.

2. The Motorman can now operate at 25 mph with no overspeed control but must operate on instructions from the Dispatcher (Rule #2 Rules and procedures for operating in-cab sig. terr. RL).

3. The Motorman must be alert for another train or an obstruction, and he must obey wayside signals.

4. The train will not revert automatically to ATC MANUAL OPERATION if a better speed command is picked up unless the Motorman shuts off the cab signal emergency by-pass.

PROCEDURES FOR OPERATING REVENUE TRAINS FROM OTHER THAN HEAD CAR

A Motorman shall never operate a train over the system from other than the head car without permission from the Dispatcher. If a train becomes disabled en route and it is necessary for the Motorman to operate from other than the head car the following procedures shall be followed:

1. The Dispatcher shall be notified of the nature of the trouble and will grant permission for moving the train if safe to do so.

2. The train crew will have a clear understanding of their methods of communications and operation for moving the train. After the crew has been assured that either the P.A. or buzzer signal are operable, they may be used to communicate between the Flagman and Motorman. Should either or both be out of order and other means of communication be necessary, (such as hand or whistle signals), crew must agree to method to be used.

3. **Flagman** will be stationed at the head car to give signal to Motorman doing pushing.

4. Before granting permission for the actual movement of the disabled train under the above conditions, the **Dispatcher** will instruct Towerman controlling switches and signals in the proposed route of the disabled train, to line up a clear route. The Dispatcher will permit the moving of this train only after he has been assured by Towerman that a clear route has been established.

5. When operating on wayside signals, Flagman on head car will relay signal to Motorman.

6. If BCO's are cut out on a train, passengers must be unloaded at the first opportunity, unless otherwise directed by Rail Lines Dispatcher. NOTE: Whenever a BCO is cut out, a competent employee must stay at the BCO and be ready to cut in, if necessary.

7. Whenever a train becomes disabled in in-Cab signal territory and it is necessary to move train with the Emergency Cab Signal By-Pass. Rule #2 will be in effect.

DISABLED TRAINS BETWEEN ANDREW STATION AND JUNCTION, SOUTHBOUND

Should a South Shore train become disabled in the vicinity of the Andrew Junction, signal 652 at Andrew Station, south bound, will remain at danger.

Upon orders from the Dispatcher, the train following disabled train will be unloaded at Andrew Station, southbound, proceed to the disabled train, tack on and push.

Should the train doing the pushing be an 01400 train (Bluebird) the bell and buzzer system must be used. If the pushing train is not equipped with a radio, an official with a walkie talkie will supervise the movement of trains under orders of the Train Dispatcher.

Any time a four car train becomes disabled and it is necessary to cut out BCO's due to low air, passengers will be unloaded at the first opportunity, unless otherwise directed by Rail Lines Dispatcher. NOTE: Whenever a BCO is cut out, a competent employee must stay at the BCO and be ready to cut in, if necessary.

REVERSE RUNNING — INTERLOCKING SIGNAL

1. Before moving reverse traffic, Motorman must have proper understanding with the Dispatcher as to where the train will be crossed on normal route.

(a) The Dispatcher must not change the understanding without first contacting Motorman and assuring he fully understands.

2. Interlocking must be kept on automatic control unless otherwise required by operating conditions.

3. Before diverting a train from its prescribed route it must be stopped at the Interlocking signal governing the diversion and Motorman properly instructed.

4/1/81

4. opposing movements must not be made within an interlocking unless required by emergency operating conditions.

5. Before establishing opposing movements, Central Control must insure that the intended movement is properly understood by all Motormen involved.

6. Movement within an interlocking for which signals cannot be displayed must not be permitted, except in an emergency.

RESPONSIBILITY

1. Before the Dispatcher authorizes any of the following releases:

EXTERNAL RELEASE (RADIO RELEASE)

MANUAL RELEASE

EMERGENCY MANUAL RELEASE

He must be sure that it is safe to do so and follow rules governing same.

2. Dispatcher at Central Control will have full responsibility for the operation of the Towerman at Central Control in addition to his own duties.

3. Towerman at Central Control must receive permission from Dispatcher before making any irregular move and only after ascertaining that all safety precautions have been taken before move is made.

COMMUNICATIONS

1. "T" employees have two means of communication. Radio and Telephone.

2. Unnecessary use of either radio or telephone is strictly forbidden. All conversation or announcements must be brief, businesslike, and to the point. The equipment must be used for "T" business only.

3. Any failure or improper operation of any communication equipment must be reported to the Dispatcher at the first opportunity.

4. Communications pertaining to emergencies take priority over all others. Emergency messages may be transmitted over the most expedient means consistent with clear understanding.

5. The phase "T" emergency will be used to initiate an emergency transmission. Employees hearing these words will immediately clear the communication channel until emergency message has been fully transmitted and acknowledged.

6. The use of profanity over any means of communication is not permitted.

7. When practicable before leaving yard limits, Motorman must make a radio test with Central Control. Should a train radio fail to operate properly, Central Control will issue instructions to cover.

8. The public address system is to be used only as authorized by the rules or by Central Control. When making announcements, employees must be courteous and use an even, unexcited speaking voice, especially in emergency situations.

9. The public address system connects Central Control with each train and station on the line. He may make announcements to all trains in one or more zones or to one or all stations on the line.

10. When instructed by Central Control, Motormen will make announcements in their respective trains.

11. All public announcements will be prefaced by the words "Your attention please," and will terminate with the words "thank you."

12. Whenever it is necessary, due to emergency conditions, for two or more portable radios to switch to channel #1, (person to person), the Dispatcher must be recontacted on a five minute basis until the portables are back on the regular channel.

RADIO COMMUNICATIONS
RULES AND PROCEDURES

TWO WAY RADIO SYSTEM OPERATING RULES AND PROCEDURES

All Rail Line Trains in Cambridge-Dorchester and Cambridge South Shore cars are equipped with a two way radio providing instant communication with Central Control and with an intercom between Guards and Motormen.

These radios and the intercom have been installed to help cope with any emergency which may arise and to better maintain our schedule. Intelligently used, these radios and intercoms will improve the regularity and dependability of our service and permit instant communication with Central Control for any help needed.

HOW AND WHEN TO USE THE TRAIN RADIOS

1. IDENTIFICATION OF TRAIN

(a) Federal Communication Commission rules require that radio transmissions be identified. Identification is necessary in our operation. Identify yourself as follows:

1. If you are in service give train number and location.

2. LEAVING YARDS

When leaving yards for service, insertion of reverser handle will turn radio on. This will light the small white lamp on the radio panel giving visual indication that the radio is on. Contact Central Control for a test call. While Central Control is giving his test report replace the handset and adjust the loud speaker volume control.

3. HOW TO TRANSMIT A MESSAGE

- (a) Place the selector switch in the RADIO position.
- (b) Make sure radio is on. Take handset off the cradle, this automatically cuts out the loud speaker so that reception will be through the handset only.
- (c) Listen for a moment to be sure channel is clear, then press transmitter button on handset and calmly and clearly identify yourself and direct your transmission to Central Control. Keep the transmitter button depressed at all times while talking. Release button promptly after transmission to activate receiver.

(d) Wait for recognition from Central Control before giving message, then give train number, direction, location and make your message as brief as possible.

(e) At the end of message replace handset in cradle which will automatically cut in the loud speaker for receiving calls.

EXAMPLE:

TRAIN #01505 TO CENTRAL CONTROL

CENTRAL CONTROL, COME IN TRAIN #01505

TRAIN #01505 AT BROADWAY STATION HAS A SICK PASSENGER ABOARD.

CENTRAL CONTROL TO TRAIN #01505 PROCEED TO ANDREW WHERE AMBULANCE WILL BE SENT TO MEET YOU.

MESSAGE RECEIVED OR 10-4.

4. *HOW TO ANSWER A CALL*

(a) Listen for your train number, when you hear your number called proceed as follows:

1. Pick up handset and make sure channel is clear.
2. Press transmitter button on handset and give your train number, location and name of calling party. Release transmitter button and listen for message.

5. *WHEN TO USE RADIO*

(a) Use radio to report anything that will affect operation of service such as: defective equipment, accidents, running late, fires, illegal acts requiring police, blockage of the line or any condition that is dangerous. All minor defects are to be reported to the nearest Station Official.

6. *WHOM TO CALL*

(a) Generally communications will be between trains (radio) and Central Control.

(b) Address calls to the party that calls you.

7. *TROUBLE WITH RADIO EQUIPMENT*

If radio is not working properly in operating cab, Motorman must advise Guard to notify Central Control of in-operative radio condition and request instruction. Motorman must also notify an inspector or Starter

of the condition as soon as possible.

8. *INTERCOM*

Refer to Rule #4

RADIO LAW
THE M.B.T.A. RADIO SYSTEM CALL
LETTERS
GENERAL RULES

The following rules and requirements cover the use of the M.B.T.A. radio system and govern employees using the radio equipment.

(a) All radio communications systems are under the jurisdiction of the Federal Communications Commission. The M.B.T.A. System and its employees are governed by the Commissions operating rules. Violation of these rules is a Federal offense for which penalties are provided.

OPERATING RULES

1. No employees may make any adjustments or repairs to Rail Line System Radio equipment unless they are specifically licensed by the Federal Communications Commission and authorized by the M.B.T.A. System. If it appears that the equipment is not operating properly, its use shall be discontinued and the trouble shall be reported to the Dispatcher at the earliest opportunity.
2. It is a violation of Federal Law to willfully damage or permit others to damage radio apparatus.
3. No employee shall transmit any false distress communication, false call letters, any unnecessary, irrelevant, unidentified or personal communication, nor utter any indecent or profane language via radio.
4. No transmission shall be made when the channel is already in use, except in dire emergency.

4/1/81

**ELECTRIC PNEUMATIC
COUPLER OPERATION**

MANUAL OPERATION

All cycles of coupling and uncoupling except automatic setting of emergency brake can be accomplished manually by the plungers marked **COUPLE**, **UNCOUPLE**, and **HOOK** on the Electric Pneumatic Box located outside the car under the Motorman's Cab.

This method must be used on both cars:

1. MANUAL COUPLING

(a) Bring cars up and tack on, push Couple buttons on both sides; this opens the air connections between cars, unit or single cars, extends the retractable electrical contact buttons on the electric coupler and exhausts the air from the centering device air cylinder on the drawbar to allow for freedom of movement.

2. MANUAL UNCOUPLING

(a) Set hand brake on unattended cars.

(b) Press **UNCOUPLE** plunger and **HOOK** button on either car and back off. Centering air cylinder on drawbars are now automatically actuated.

NOTE:

When it becomes necessary to couple trains on a curve, the centering device negating valve location on the same side as the Manual Coupling — Uncouple box may be operated to exhaust the air from the centering device cylinder.

AUTOMATIC COUPLING AND UNCOUPLING

This system provides for the remote electric and mechanical coupling and uncoupling of two car units or single car as described below.

1. COUPLING CARS

(a) To energize this system, the Reverser Handle in the cab used in the coupling sequence must be taken out of "neutral" and placed in either the "forward" or the "reverse" position.

100 ELECTRIC PNEUMATIC COUPLER OPERATION

(b) After cars are mechanically coupled push "COUPLE" button to:

1. Extend retractable electric coupler contact pins.
2. Open brake pipe and straight air pipe lines through the drawbar.
3. Exhaust air from the centering device air cylinder.

2. UNCOUPLED CARS

(a) To energize this system, the Reverser Handle in the cab used in the uncoupling sequence must be taken out of "neutral" and placed in either the "forward" or the "reverse" position.

(b) To uncouple car:

1. Push "UNCOUPLE" button #1 to:
 - a. Shut off brake pipe and straight air pipe lines through the drawbar.
 - b. Retract retractable electric coupler contact pins.
 - c. Set up hand brake in unattended car or unit.
2. Lift protective cover and push "COUPLE" button #2 to:
 - a. Part couple tongues on last cars.
 - b. Actuate centering device cylinder.
3. Back off cars

**EMERGENCY
PROCEDURES
FOR
RAIL
LINES
EMPLOYEES**

TO EMPLOYEES OF THE RAIL LINES

This section was prepared to provide Transportation Department Rail Line employees with a personal copy of the procedures required to protect our passengers, the public, and fellow employees from injury or discomfort during an emergency condition. Included are Emergency Procedures, Procedures for Evacuation of Passengers, the locations of emergency exits, South Shore gates, emergency telephones, ladders, 'B' switches in stations and crossovers on all lines. Complete knowledge and use of these instructions is required of all Rail Lines Personnel to insure their own safety and the safety of MBTA passengers and equipment.

Additional safety-related equipment is being added to vehicles and stations to assist you in the performance of your duties. As this equipment is placed in service you will be instructed in its use.

It is your responsibility to read and understand the emergency procedures which relate to your work as stated in this book. Question your Supervisor or Instructor on any procedure you do not fully understand.

PASSENGER CONTROL IN AN EMERGENCY

When an emergency occurs and a train is stopped, Inspectors, Starters, Motormen and Guards must be prepared to reassure passengers by making announcements and giving instructions clearly, calmly, and concisely. If a train is to be evacuated before a relief train can be brought alongside, all Rail Lines personnel present must assist in the evacuation of passengers from the train over the emergency ladders, and escort them safely to the nearest station or emergency exit.

When an emergency occurs and the train involved is stopped in a station, the train crew shall evacuate the train immediately. If the emergency conditions make it necessary, the person in charge must direct the passengers to evacuate the station.

EMERGENCY CODES

In an emergency, preface the notification of Central Control with the word: "EMERGENCY."

The word EMERGENCY means — Clear the channel for an emergency message.

The following codes must be used when contacting Central Control via radio in emergencies:

Code 1 = FIRE OR SMOKE — Send Fire Department

Code 2 = PERSON UNDER A TRAIN

Code 3 = TRAIN DERAILED

Code 4 = SEND THE POLICE (Incidents such as brawls, seriously ill persons, crime being perpetrated on train, etc.)

Code 5 = SEND AMBULANCE

Code 6 = UNUSUAL OCCURRENCES (Also occurrences abutting MBTA property)

Code 7 = BOMB THREAT

Code 8 = CIVIL DISORDER

(The word "EMERGENCIES" shall be construed as fires, accidents, attempted suicides, or any other unusual occurrence in or on MBTA property)

The following is an example of how to make an initial emergency radio report to Central Control:

EXAMPLE: "EMERGENCY — Red Line. I have a Code One. This is Train Number 01400 between South Station and Broadway Southbound."

PASSENGER EVACUATION PROCEDURES

In cases of emergency, unusual occurrences, or train defects, the Dispatcher must be promptly notified via the nearest train radio or telephone.

Red Line — Phone No. 5707

Orange Line — Phone No. 5744

Blue Line — Phone No. 5774

Green Line — Phone No. 5777

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

EVACUATION OF PASSENGERS IN CASE OF EMERGENCY INVOLVING POWER (THIRD RAIL)

When necessary to evacuate passengers from a train, the power should be removed from all tracks in the area. If there is a communication failure then the passengers must be assisted/directed to the nearest platform or emergency exit while the rail is still alive. During any evacuation, passengers must be told to keep clear of the third rail at all times.

EVACUATION OF PASSENGERS IN CASE OF EMERGENCY INVOLVING THE USE OF LADDERS

Passengers must be helped from a disabled train with the use of the emergency ladders which are located on every rail line car and along the right-of-way. Passengers can be evacuated from the train by the front, rear, or side doors, depending on the situation and location of the third rail.

EVACUATION OF PASSENGERS IN CASE OF EMERGENCY INVOLVING ANOTHER TRAIN

The assisting train will be unloaded (whenever possible) before being sent to the train in trouble. If the assisting train is on the opposite track, it will be brought alongside so that the doors are opposite each other. Hand brakes must be set on both trains before passengers are evacuated.

One half door will be opened on each train by using the magnet valve and then shutting off the air or shutting off the air and using the kick lever. Ladders will be used whenever possible to expedite the evacuation.

EMERGENCY PROCEDURES
FOR RAIL LINES EMPLOYEES

104A

EVACUATION OF PASSENGERS REQUIRING SPECIAL HANDLING

Trainmen should be constantly on the alert for those passengers who might require special assistance onboard their train, before emergencies develop.

In the event of an emergency-sponsored evacuation, seek immediate assistance from other passengers and direct their efforts to those requiring special assistance.

Trainmen must not attempt to bypass anyone in the evacuation flow because of age, illness or other handicap.

Trainmen must maintain control over the evacuation by giving evacuees clear, concise direction. All passengers are better able to visualize and understand their surroundings in an emergency when they are given a description of what is expected or is to be done.

Your manner and tone of voice must never show alarm. Try to promote faith and confidence in your experience, knowledge and ability to deal with the situation.

Guide Dog-Accompanied Blind - Rely on the blind person to control his/her dog; encourage same. Quickly give the person any additional information he/she may require or you may think they may require to negotiate possible obstacles to their safety as well as to others.

EMERGENCY PROCEDURES
FOR RAIL LINES EMPLOYEES

Quickly assist the blind person from the train to a safe location through the assistance of others. The dog will follow by jumping or being assisted to roadbed after being called by his/her master.

Wheelchairs - Be constantly on watch for passengers in wheelchairs.

In the event of an evacuation, see that wheelchair passengers move along with passenger flow.

Do not attempt to bypass wheelchair passengers in order of evacuation.

NOTE: Wheelchairs will not go through end doors of a train. Therefore, DO NOT ATTEMPT TO PASS WHEELCHAIR THROUGH DOORS. IT WILL NOT FIT THROUGH END DOORS.

Prior to wheelchair-confined person actually reaching you to be evacuated, inform him/her and others around him/her that the wheelchair will not fit through door; that he/she will be removed from the chair, passed through door opening and lowered to track bed through the assistance of others.

The wheelchair should be immediately disposed of by the passengers behind it by removing it from the aisle of the train and placed upon seats.

Once this person is on the roadbed, seek assistance of other passengers in carrying this person to a position of safety.

NOTE: WHEN SMOKE FILLS A SUBWAY OR TUNNEL, REMEMBER THERE IS A BETTER CHANCE OF RECEIVING LIFE GIVING OXYGEN BY STAYING AS CLOSE TO THE GROUND AS POSSIBLE.

RAISING CONTACT SHOES

When necessary to raise the contact shoes on a disabled car, the third rail should be deactivated. Then the shoes will be raised with shoe hooks provided for this emergency. Make sure that the ice scrapers are raised and are not in contact with the third rail.

SHOE BEAMS

Where old type shoe beams are used on the Blue Line, the shoe fuses will have to be split or cut after the third rail has been deactivated. Pantographs must not be raised on any car or cars having shoe fuses cut. If the shoe beams must be removed to cut out the power pickup, they should be removed by the first agency on the scene with the power equipment necessary to expedite the job.

EMERGENCY PROCEDURES FOR DISPATCHERS

When Central Control is notified of an emergency Code One, (Fire or Smoke) the Dispatcher must:

1. Ascertain the location and direction of the train in trouble.
2. Determine if train can proceed to the next station or emergency exit. If not, the Motorman must be instructed to remain at his present location.
3. Notify the Fire Department, informing them of the exact location giving nearest station or emergency exit.
4. Determine the extent of the emergency.
5. Notify all trains in the area of the emergency and its location.
6. When power has been turned off, do not permit it to be restored until the person who ordered it off or his designee requests that the power be restored. Dispatchers must be sure that power is never restored until it has been ascertained that it is safe to do so. Care must be taken after power has been shut off not to move trains into a position that would cause the dead rail to be energized by bridging.

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

7. Provide for evacuation of all affected trains.
8. Close off stations in the area if necessary.
9. Set up diversions and keep personnel concerned informed of them.
10. Inform passengers of the situation via train radio, public address system, or station public address system.
11. Advise the train crew that contact shoes must be lifted on cars that have fire or smoke emitting from them.

When a train is operating in a combined third rail-pantograph area the following must be adhered to: —

(a) Third Rail Territory

Contact shoes must be lifted (new type cars)

Split shoe fuses (old type cars)

In both cases pantograph must be locked down

(b) Pantograph Territory

Pantograph must be lowered and locked down (in this condition the train must not enter third rail territory.)

12. When ready to establish normal service, notify all departments and personnel concerned.

EMERGENCY PROCEDURES FOR MOTORMEN

1. When fire or smoke develops on a train, the Motorman must immediately notify Central Control, giving his location. He must then determine if it is safe to proceed to the nearest station. The train must not proceed to the nearest station if it would involve entering a subway. The train must be stopped short of any subway section.
2. If it is impossible to reach a station where all passengers can be discharged, passengers must be moved from the burning car or smoking car to another car or to the road-bed, using the emergency ladders. The hand brakes must be set.

3. When necessary to unload passengers in subways or on the roadway, the third rail should be deactivated and the passengers should be evacuated using the end doors and emergency ladders. Passengers must be directed/assisted in an orderly manner to the nearest station platform, emergency exit, or point of safety. As a safety precaution, during an evacuation, the third rail should be considered to be alive at all times. Therefore, passengers must be told to keep clear of all third rails and adjacent tracks at all times.
4. Motormen on other trains aware of emergency conditions must not proceed if stopped in a station.
 - (a) If near a station, and it is unoccupied, attempt to enter the station and stand by.
 - (b) If leaving a station stop immediately and stand by.
 - (c) If a station is occupied and it is possible to enter with a second train, request permission from the Dispatcher or Official on the scene to enter the occupied station for the purpose of evacuating passengers.
 - (d) If between stations proceed to the nearest station if possible and stand by.
 - (e) If between stations and the area ahead is blocked, if possible, proceed to the nearest emergency exit and stand by.
 - (f) If in a safe location between stations, do not approach the affected area.

Report via train radio or send a Guard to the nearest station or emergency telephone to report the train location and conditions in the area to Central Control. Train crews will be guided by directions from Central Control (Train Dispatcher), and train crew will keep passengers informed of the situation and probable length of delay at least every 2-3 minutes.

EMERGENCY PROCEDURES FOR GUARDS

1. When the Guard becomes aware of fire or smoke on a train, he must determine if it is safe to proceed to the nearest station and he must notify the Motorman immediately. The train must not be allowed to proceed to the

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

- nearest station if it would involve entering a subway. If necessary, stop the train by use of the emergency valve. The train must be stopped short of any subway section.
2. If it is impossible to reach a station where all passengers can be discharged, passengers must be moved from the burning car or smoking car to another car of the train, after train has been stopped. The hand brakes must be set.
 3. When necessary to unload passengers in subways or on the roadway, the third rail should be deactivated and passengers evacuated using the doors and emergency ladders. Passengers must be directed/assisted in an orderly manner to safety. As a safety precaution, during an evacuation, the third rail should be considered to be alive at all times. Therefore, passengers must be told to keep clear of all third rails and adjacent tracks.
 4. If assigned to a station during an emergency, Guards will assist in notifying passengers of the situation and directing them to alternate service.
 5. If on trains stalled due to emergencies, Guards will keep passengers aware of the situation and probable length of delay either personally or via the public address system at least every 2-3 minutes.

NOTIFICATION TO PASSENGERS DURING DELAYS OR EMERGENCIES

The following notification(s) will be made to passengers during delays or emergencies:

- (a) After a delay of 2 or 3 minutes, Guards must make the following announcement to the passengers, "Attention, please, we are investigating the cause of the delay and will advise you as soon as we receive information."

4/1/81

- (b) After ascertaining the reason for the delay, announce, "Attention, please (state the problem) — steps are being taken to overcome this problem. We will keep you informed. Thank you."
- (c) When the train crew is informed that movement will be resumed shortly, the following announcement will be made. "Attention, please. We will be proceeding shortly. We are sorry for the inconvenience. Thank you."
- (d) If it is determined that the delay will be a lengthy one, announce, "Attention, please. Due to a problem ahead, trains will be delayed for some time. Arrangements are being made to bring you to the nearest station. Please remain where you are and follow the instructions of the train crew. Thank you."
- (e) If, due to prolonged delay, it is necessary to evacuate trains, passengers must be informed as early as possible: — "Attention, please. Due to (reason for the delay), this train is to be evacuated. Please remain calm and follow the instructions of the train crew. Thank you."
- (f) On trains equipped with radio-public address systems, announcements to passengers may be made by Central Control. When informed that Central Control wishes to make a public announcement to all trains, the Motormen must move the Selector Switch from Radio to Public Address position and hold it down until the message is completed.
- (g) When no public address system is available, passengers must be notified personally by employees at frequent intervals of at least 2-3 minutes announcing a report of conditions to the passengers on the cars or on station platforms. Employees making these announcements must be careful not to cause alarm.

EMERGENCY PROCEDURES FOR INSPECTORS AND STARTERS

In cases of emergency or unusual occurrences, Inspectors and Starters must notify Central Control (Train Dispatcher)

8/7/78

immediately via the nearest radio or telephone, give all pertinent information and, in cases of fire or smoke, request immediate assistance from the Fire Department.

Starters and Inspectors will:

1. Direct the unloading or evacuation of trains in their area and direct Fire Department to the affected train or area as necessary.
2. Set up a blockade to prevent passengers from entering the station. If it becomes necessary to close the station, they will instruct the Collector to make refunds as requested and, before leaving the booth, to deposit all money.
3. Use loud hailer and the public address system to keep passengers informed.
4. Make all announcements in a clear, calm, and courteous manner.
5. When shuttle trains are being run, notify train crews and passengers of the restricted service, and regulate the departure of trains to maintain a safe efficient headway.
6. When responsible for crossing of trains, keep time and train numbers.
7. At stations, keep employees and passengers notified of the situation or alternate service, assist in loading or unloading trains, and maintain constant contact with Central Control.
8. Send a written report of their activities during emergencies to their Supervisors within 12 hours.

Inspectors and Starters not in the immediate area of trouble must remain in their assigned area unless directed otherwise.

Since no book or manual of instruction can specify fully all situations that may arise, Inspectors or Starters should use good judgment in meeting unusual situations and in case of doubt take the safest course for the protection of passengers.

EMERGENCY PROCEDURES FOR TRAIN STATERS

When an emergency occurs and service is disrupted, Train Starters, in conjunction with Central Control, will implement alternate service by providing employees for crossing trains at suitable locations, hiring necessary help, notifying station officials and other employees of the situation and service provided. They will maintain a constant headway until normal service is resumed. They will use the public address system to notify passengers of the situation, such as where trains are being crossed, alternate service, when trains are being expressed and to where, and when normal service is resumed.

EMERGENCY PROCEDURES FOR COLLECTORS

Collectors will immediately notify the Dispatcher of any emergency condition coming to their attention.

During emergencies, Collectors must:

1. Refrain from unnecessary use of telephone.
2. Be courteous in keeping the public informed of the emergency situation or of any alternate service.
3. If they are unaware of the situation, contact their station official or the Dispatcher for instructions at their location.

If a public address system is available, Collectors are responsible for taking note of all messages broadcasted. If a particular message applies to their line they must contact their station official or the Dispatcher for instructions.

OTHER INFORMATION

The location of emergency ladders, emergency telephones, emergency exits, South Shore gates, or emergency equipment permanently placed along the right-of-way, in the tunnels or on the Orange Line structure are a part of this procedure and are attached to it as Appendices A thru E. (Refer to Preface)

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

APPENDIX A

RED LINE EMERGENCY EXITS

<i>Exit No.</i>	<i>Location</i>	<i>Dir.</i>	<i>Sta. No.</i>	<i>Emer. Phone</i>
1-1	Harvard Sq.			
1-2	1127 Mass. Ave. @ Remington	N.B.	157 + 70	5320
1-3	962 Mass. Ave. @ Bay St.	S.B.	145 + 90	5322
1-4	859 Mass. Ave. @ Clinton	N.B.	136 + 25	5320
1-5	861 Main St. @ Austin	N.B.	108 + 25	5325
1-6	850 Main St. @ Portland	S.B.	95 + 30	5325
1-7	414 Main St. @ Sixth	N.B.	81 + 25	5322
1-8	Kendall Station	N.B.	73 + 60	
1-9	Kendall Station	S.B.	73 + 60	
1-10	76 Summer St., Boston		13 + 75	
1-11	Gillette Park	N + S.B.	60 + 20	
1-12	Dorch. Ave. @ W. Fifth St.		73 + 90	
1-13	Dorch. Ave. @ B Street		81 + 30	
1-14	369 Dorchester Ave.		88 + 75	
1-15	Dorch. Ave. @ D Street		98 + 75	5339
1-16	Dorch. Ave. @ Woodward		105 + 40	
1-17	Boston St. @ Ellery		118 + 70	
1-18	140 Wells Ave.		284 + 50	

BLUE LINE EMERGENCY EXITS

<i>Exit No.</i>	<i>Location</i>	<i>Dir.</i>	<i>Sta. No.</i>	<i>Emer. Phone</i>
2-1	Maverick Station	W.B.	307 + 0	
2-2	Lewis @ Webster, E. Boston	E.B.	307 + 0	
2-3	Aquarium Station	E + W.B.	353 + 65	
2-4	State @ Expressway	E.B.	353 + 65	
2-5	Bowdoin Station	West End	386 + 70	5314
2-6	Cambridge St. @ Joy St.		385 + 50	

ORANGE LINE EMERGENCY EXITS

<i>Exit No.</i>	<i>Location</i>	<i>Dir.</i>	<i>Sta. No.</i>	<i>Emer. Phone</i>
3-1	No. Station @ Haverhill St.	N.B.	65 + 10	
3-2	No. Station @ Haverhill St.	S.B.	65 + 95	
3-3	Accolon Way Head House	S.B.	77 + 90	

GREEN LINE EMERGENCY EXITS

<i>Exit No.</i>	<i>Location</i>	<i>Sta. No.</i>	<i>Emer. Phone</i>
4-1	Govt. Cent. @ Cambridge St.	44 + 35	5312
4-2	Berkeley St. @ Boylston	212 + 00	
4-3	Copley Sta. Boylston @ Library	195 + 70	
4-4	Boylston @ Fairfield St.	187 + 30	
4-5	Newbury @ Charlesgate East	195 + 70	5676
4-6	Kenmore, Comm. Ave. East of Busway	150 + 90	5309

1 — RED LINE

2 — BLUE LINE

3 — ORANGE LINE

4 — GREEN LINE

APPENDIX B

LOCATIONS OF CROSSOVERS ON RAIL LINES

RED LINE

Quincy Crossover	South of Harvard Station
Kendall Crossover	North of Kendall Station
Park St. Crossover	North of Park St. Station
South Station Crossover	South of South Station
Broadway Crossover	South of Broadway Station
Andrew Crossover	South of Andrew Station
Columbia Crossover	South of Columbia Station
Fields Corner Crossover	South of Fields Corner Station
Shawmut Crossover	South of Shawmut Station

SOUTH SHORE (RED LINE)

Interchange	South of Andrew Portal
Columbia Crossover	North end of the Flyover
North Quincy Crossover	North of North Quincy Station
Quincy Center Crossover	North of Quincy Center Station

ORANGE LINE

Oak Grove Crossover	South of Oak Grove Station
Wellington Crossover	North and South of Wellington Station
Community College Crossover	South of Community College Station
North Station Crossover	South of North Station
Essex Station Crossover	South of Essex Station
Ruggles Street Crossover	North of Dudley Street Station
Forest Hills	North of Forest Hills Station

BLUE LINE

Government Center Crossover	East of Government Center Station
Maverick Crossovers	East and West of Maverick Station
Airport Crossover	East of Airport Station
Wood Island Crossover	West of Wood Island Station
Suffolk Downs Crossover	East of Suffolk Downs Station
Beachmont Crossover	East of Beachmont Station
Revere Beach Crossover	East of Revere Beach Station

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

APPENDIX C

LOCATION OF "B" SWITCHES IN STATIONS

ORANGE LINE

	<i>Northbound #1 Track</i>	<i>Southbound #2 Track</i>	<i>Middle Rail #3-4 Track</i>
OAK GROVE		So. end of Platform	At 4 car marker on Platform
MALDEN CENTER		So. end of Platform	Middle of Platform
SULLIVAN SQUARE	No. end of Platform	So. end of Platform	Middle of N.B. Platform
COMMUNITY COLLEGE	North of Platform	South of Platform	Middle of N.B. Platform
NORTH STATION	Middle of Platform	Middle of Platform	
HAYMARKET (Locked)	Pump Rm. N. end of sta.	Sw. Rm. S. end of sta.	
STATE STREET South & North (Locked)	Sw. Rm. N. end of sta.	Sw. Rm. S. end of sta.	
WASH- INGTON South & North (Locked)	Sw. Rm. N. end of sta.	Sw. Rm. S. end of sta.	
ESSEX North & South (Locked)	Sw. Rm. N. end of sta.	Sw. Rm. S. end of sta.	
DOVER	S. end of Northbound	S. end of Southbound	
NORTH- AMPTON	Middle of Platform	Middle of Platform	
DUDLEY	Middle of Platform on wall	S. end of S.B.	

ORANGE LINE

	<i>Northbound #1 Track</i>	<i>Southbound #2 Track</i>
EGLESTON	No. end of Northbound	S. end of S.B.
GREEN	No. end of Northbound	S. end of S.B.
FOREST HILLS (Locked)	No. end of Southbound	N. end of S.B.

RED LINE

HARVARD (Locked)	No. end of station	No. end of station
CENTRAL	So. end of station	So. end of station
KENDALL	Center of platform	Center of platform
CHARLES	No. end of station	So. end of station
PARK	No. end N.B. platform	No. end S.B. platform
WASHINGTON	No. end of N.B.	So. end of platform
SOUTH STATION	No. end of platform	So. end of platform
BROADWAY	No. end of platform	So. end of platform
ANDREW	No. end of platform	So. end of platform
COLUMBIA	No. end of platform	So. end of platform
SAVIN HILL	No. end of platform	So. end of platform
FIELDS CORNER	No. end of platform	So. end of platform
SHAWMUT	No. end of platform	So. end of platform
ASHMONT	No. end of platform	So. end of platform

EMERGENCY PROCEDURES FOR RAIL LINES EMPLOYEES

SOUTH SHORE (RED LINE)

	<i>Northbound #1 Track</i>	<i>Southbound #2 Track</i>
NORTH QUINCY	No. end of station	So. end of station
WOLLASTON	No. end of station	So. end of station
QUINCY	No. end of station	So. end of station

*NOTE: ALL "B" SWITCHES IN CAMBRIDGE AND
SOUTH SHORE ARE LOCKED IN ROOMS*

BLUE LINE

	<i>EASTBOUND</i>	<i>WESTBOUND</i>
MAVERICK (LOCKED)	E. end of station	W. end of station
AQUARIUM	W. end of station	W. end of station
STATE STREET	E. end of station	W. end of station (LOCKED)
GOVERNMENT CENTER	E. end of station	W. end of station
BOWDOIN	E. end of station	W. end of station (LOCKED)

APPENDIX D

EMERGENCY LADDER LOCATIONS

RED LINE

Harvard to Kendall Portal 50 feet outside of stations and every 600 feet thereafter. Portal at Charles to Portal at Andrew 50 feet outside stations and every 600 feet thereafter.

SOUTH SHORE LINE

Savin Hill Flyover — 1 box at the south end and 1 box at the north end with ladders and 8 planks in each.

The Anderson Bridge has 2 boxes at the north end and 2 boxes at the south end of the bridge each containing 4 ladders and 8 planks.

BLUE LINE

Bowdoin to Maverick Portal 50 feet outside each station and every 600 feet thereafter.

ORANGE LINE

North Station Portal to Essex Portal — 50 feet outside station and 600 feet thereafter. Portal to Tower 'D' — 1 ladder and 2 planks. Certain signal platforms southbound also have ladder attached to them.

NOTE:

Each Rail Line car on all lines now has an emergency ladder aboard.

APPENDIX E

**GATE LOCATIONS ON RIGHT-OF-WAY
FENCING
SOUTH SHORE EXTENSION**

Two 12' double gates located at Sta. 2010+00 at the beginning of Area 2 next to Andrew Subway Portal entrance.

4/1/81

EMERGENCY PROCEDURES
FOR RAIL LINES EMPLOYEES

One 20' double gate located at 2025 + 40 storage yard next to the Columbia substation. One 4' single gate from storage yard to Penn Central railroad tracks. One 4' single gate on Inter-track fence line leading to Right-of-Way, South Shore Extension.

One 20' double gate located at Sta. 2031 + 00 on Intertrack fence at Columbia Road bridge on Old Colony Rd. (temp.)

One 4' single gate location at Sta. 2069 + 50 between Right-of-Way and Penn R.R. the north end of Savin Hill Station.

One 12' double gate located at Sta. 2083 + 00 on A1 fence line next to the Southeast Expressway.

One 20' double gate located at Sta. 2095 + 10 170 Freeport Street storage yard and Testing Lab.

One 15' double gate location at Sta. 2095 + 42 on Freeport Street across from the MBTA Testing Lab.

One 15' double gate location at Sta. 2104 + 00. One 4' single gate location at Sta. 2104 + 50 Beech Street between Freeport Street and Park Street.

One 4' single gate at 2138 + 00. One 4' single gate at Sta. 2138 + 40, located at Morrissey Blvd. traffic circle next to Lambert Fruit Market.

One 15' double gate at Sta. 2151 + 85. One 4' single gate at Sta. 2152 + 05 located at the end of Tenean Street next to the Tenean Substation.

One 20' double gate at Sta. 2160 + 00. One 4' single gate at Sta. 2160 + 30, located at Tenean Storage Yard which is located between Southeast Expressway and Redfield Street Bridges.

One 4' single gate at Sta. 2167 + 25 located on Franklin Street next to Redfield Street Bridge.

One 15' double gate at Sta. 2173 + 60 located on Taylor Street which runs off Redfield Street. This gate leads into small storage yard next to the northern approach of the Anderson Bridge.

One 15' double gate at Sta. 2190 + 00 located under southern approach of the Anderson Bridge.

One 12' double gate at Sta. 2195 + 50 located on A1 fence line western side of the Right-of-Way near Quincy Shore Drive Bridge.

EMERGENCY PROCEDURES
FOR RAIL LINES EMPLOYEES

121

One 4' single gate at Sta. 2195 + 50 located on A1 fence line eastern side of the Right-of-Way Sagamore Street Extension.

One 15' double gate at Sta. 3019 + 00 located on the A1 fence line western side of Right-of-Way 500' from Hancock Street Bridge.

One 16' double gate at Sta. 3041 + 50 located next to the Pedestrian Overpass between Newport Avenue and Billings Road.

One 16' double gate at Sta. 3043 + 00 located on Newport Avenue near Holbrook Road leads into storage yard.

One 16' double gate at Sta. 3060 + 00 located on Newport Avenue across from N. Central Avenue.

One 4' single gate at Sta. 3076 + 00 located in back of Beale Street Substation.

One 4' single gate at Sta. 3088 + 50 located off Old Colony Avenue next to Grass Instrument Co., 109 Old Colony Avenue.

One 4' single gate at Sta. 3100 + 50 located next to pedestrian underpass which is between St. Ann's Road and Newport Avenue.

One 15' double gate at Sta. 3109 located on Newport Avenue northern side of Furnace Brook Parkway.

One 15' double gate at Sta. 3115 located on Newport Avenue southern side of Furnace Brook Parkway.

Two 12' double gates located at Sta. 3156 + 00 end of Area 3 may be entered by parking lot located off Granite Street, Quincy.

**HAND, FLAG,
LANTERN AND SAFETY
CONE SIGNAL
SAFETY RULES**

TO ALL EMPLOYEES:

The rules contained in this section provide a uniform method and procedures to be used in establishing protection for Authority employees and others engaged in work on or adjacent to tracks or ways, and to insure the safe passage of Authority vehicles.

Employees, when acting as Flagmen, must be aware of the great responsibility for life and property they assume. Motormen and Car, Bus, or Trackless Trolley Operators must promptly control vehicles in response to displayed flags, lanterns or hand signals. These rules are in addition and supplemental to the "Signal Rules for All Employees" as stated in "Rules for Operators and Other Employees of the Surface Lines" and "Rules for Trainmen and Other Employees of the Rail Lines" and must be complied with. Any practices in violation of these rules are hereby prohibited and could result in dismissal.

SAFETY REQUIREMENTS

Hand, Flag, Lantern and Safety Cone Signal Rules governing employees of: Engineering & Maintenance Department, Transportation Department; and Equipment Maintenance Department.

1. General

The purpose of flag protection is to guard against obstructing the safe passage of vehicles and to insure protection of personnel working at or near places where vehicles are operated.

It is important to remember that vehicles can be expected to operate on any track, in any direction and at any time.

"Vehicle" shall mean any vehicle, whether operated on rails or not.

"Track" shall mean the track rails used by vehicles operated on rails.

"Way" shall mean an area used by buses and/or trackless trolleys for entering or leaving stations or terminals.

8/7/78

HAND, FLAG, LANTERN AND SAFETY CONE SIGNAL SAFETY RULES

“Running Rails” shall mean that pair of rails on which a vehicle operates.

Persons having business at or near any place where vehicles are operated or are likely to be operated, must use the utmost care at all times to insure their own safety and the safety of others.

Persons walking on or near any place where vehicles are operated or are likely to be operated must face approaching vehicles and give “All Right” signal to Operator as a notification that they are aware of vehicle’s approach. This signal must be given by waving the hand above the head during daylight. During hours of darkness and at all times in subways and tunnels, signal must be given by moving a lighted lantern, color other than red, up and down.

1. At certain locations, such as curves and other areas where vision is obscured, train approach indicator lights (white) have been installed. These indicator lights are illuminated when there is no train approaching the area. Whenever these indicator lights are extinguished, it is a warning of the danger that a train is approaching and all employees must move to a safe location.

2. At all times, in subways and tunnels, and on structures or other above ground locations during the hours of darkness, all employees must carry a light for their location. When necessary, the nearest unoccupied niche in subways or tunnels, or a place of safety on the structure must be used.

3. All employees working on or about the track must wear the approved safety equipment which includes a high visibility hat or vest provided by the Authority to make them more easily visible, regardless of the time of day or location.

4. Employees in charge of work crews must:

- A. Provide and maintain all flagging protection required to insure the safety of employees. If for any reason flagging protection cannot be secured at a location where it is required, work at such location shall be suspended until flag protection is actually in effect.

- B. When a Flagman is assigned, make sure the Flagman is wearing the required high visibility safety vest or hat, is instructed as to his flagging responsibility and has the necessary flags, lanterns, cones; on the Rail Line, portable trip stops and on Surface Lines a sound making warning device.

NOTE: See illustrated safety equipment, flagging equipment and proper flagging procedures on pages 129 thru 136 incl.

Where required, employees must protect themselves by a SLOW signal, color yellow, and STOP signal, color red.

Men assigned to flagging work must fully understand what they are to do and must give their undivided attention to this work. They must station themselves at a point where they can see the crew they are protecting and where they can see approaching vehicles. They must not give a GO AHEAD signal to any vehicle until the entire crew being protected is in a safe place. A sound making warning device such as a whistle must be used to warn Surface Line work crews of approaching vehicles.

When in doubt, the safest course must be taken.

Employees in charge of crews shall notify the Surface Line Dispatcher for Surface Lines and the R. L. Dispatcher for Rail Lines of their intended presence at any location where flagging protection will be required.

5. Obstruction of Track and Use of Signal Devices.

Anything which interferes with the safe operation or the safe passage of any vehicle is an obstruction.

Employees must NEVER obstruct the track without first conspicuously displaying between the running rails of the track to be obstructed, a danger signal (red flag, cone or lighted red lantern) at least 500 feet in approach of the point of obstruction, except as stated in Special Rules for Engineering and Maintenance Department Surface Line Employees', or at a greater distance if made necessary by local conditions. Where a way is obstructed, such red warning devices must be placed to the right of the travelled part of such way.

In addition, a yellow flag, cone or lighted yellow lantern must be displayed at least 500 feet ahead of the red flag, red cone or lighted red lantern, and such yellow warning devices must be placed to the right of and outside the right-hand running rail of the track obstructed. Where a way is obstructed, such yellow warning devices must be placed to the right of the travelled part of such way. If, for any reason, it is necessary to reduce the usual speed of vehicles at any place, a yellow flag, cone or lighted yellow lantern must be displayed 300 feet in approach of such place and to the right of the right-hand running rail or to the right of the travelled part of a way.

When it is not possible to set up normal flagging protection due to a station or other condition, either a yellow flag, or by night, in subways or in tunnels, a yellow lighted lantern, must be placed 300 feet in advance of the Flagman and the Flagman with proper flagging equipment must be stationed no less than 100 feet from the work crew in order to insure full protection for the crew.

At a point beyond where vehicles may safely resume normal speed, a green flag or lighted green lantern must be displayed to the right of the right-hand running rail or to the right of the travelled part of a way to indicate the place where normal speed is to be resumed.

Between such yellow and green warning devices, the speed of any vehicle must not exceed six (6) miles per hour.

6. Hand, Flag and Lantern Signals and Safety Cones.

When signals are given by Flagmen:

Red flag or red lighted lantern means STOP
Green flag or green lighted lantern means PROCEED
Yellow flag or yellow lighted lantern means
..... PROCEED WITH CAUTION
Moving the hand, flag or lighted lantern to and fro across the track means STOP

A flag, cone or lighted lantern of ANY COLOR, placed on the track between the running rails, or in the center of the travelled part of a way means STOP

Waving the hand above the head means ALL RIGHT

Moving the hand, flag or lighted lantern up and down means GO AHEAD (See illustrations on page 131)

A RED FLAG OR LIGHTED RED LANTERN MUST NEVER BE USED TO GIVE THE 'GO AHEAD' SIGNAL.

A yellow flag, a safety cone or a 'MEN WORKING' sign by day or a yellow light in subways and tunnels or at other places during the hours of darkness, placed outside and to the right of the running rail, or to the right of the travelled part of a way shall indicate that speed of all vehicles must be reduced to six (6) miles per hour until a point is reached where a green flag or green light is displayed to the right (in the direction of traffic) of and outside of the track or ways.

Employees engaged in the flagging work must provide themselves with and use proper flags or lighted lantern; on the Rail Line, portable trip stops and on Surface Lines a sound making warning device. Flags or lanterns must not be attached to signals or to signal masts.

All flags or lanterns must be removed when work has been completed.

NOTE:

EMERGENCY OPERATIONS AND REPAIRS WILL BE PERFORMED CONSISTENT WITH GOOD SAFETY PRACTICES TO ENSURE THE BEST POSSIBLE PROTECTION FOR ALL EMPLOYEES.

SPECIAL RULES FOR ENGINEERING AND MAINTENANCE DEPARTMENT SURFACE LINE EMPLOYEES

Prior to commencing work the employee in charge of the work crew must notify the Duty Dispatcher of the work location. The Duty Dispatcher must notify the station official who will post a notice on the bulletin board indicating the location where work is to be performed.

1. RIVERSIDE LINE

Flagging and flag protection on the Riverside Line will be the same as described on pages 129 to 136 incl.

2. RESERVATIONS

Employees in charge of work crews will be responsible to see that the proper flagging equipment is provided and the proper flagging protection set up. Yellow flags, cones and 'Men Working' signs must be placed 300 feet or more, if necessary, and a flagman 75 feet from the crew unless crosswalks, traffic signals or other conditions warrant changes.

Men assigned to flag for work crews must fully understand what they are to do and give their undivided attention to this work and must not become engaged in unnecessary conversations. They must station themselves at a point where they can see the crew they are protecting and must not give the 'Go Ahead' signal to any vehicle until the entire crew being protected is in a safe place.

When in doubt, take the safe course.

3. PAVED AREAS OR STREETS

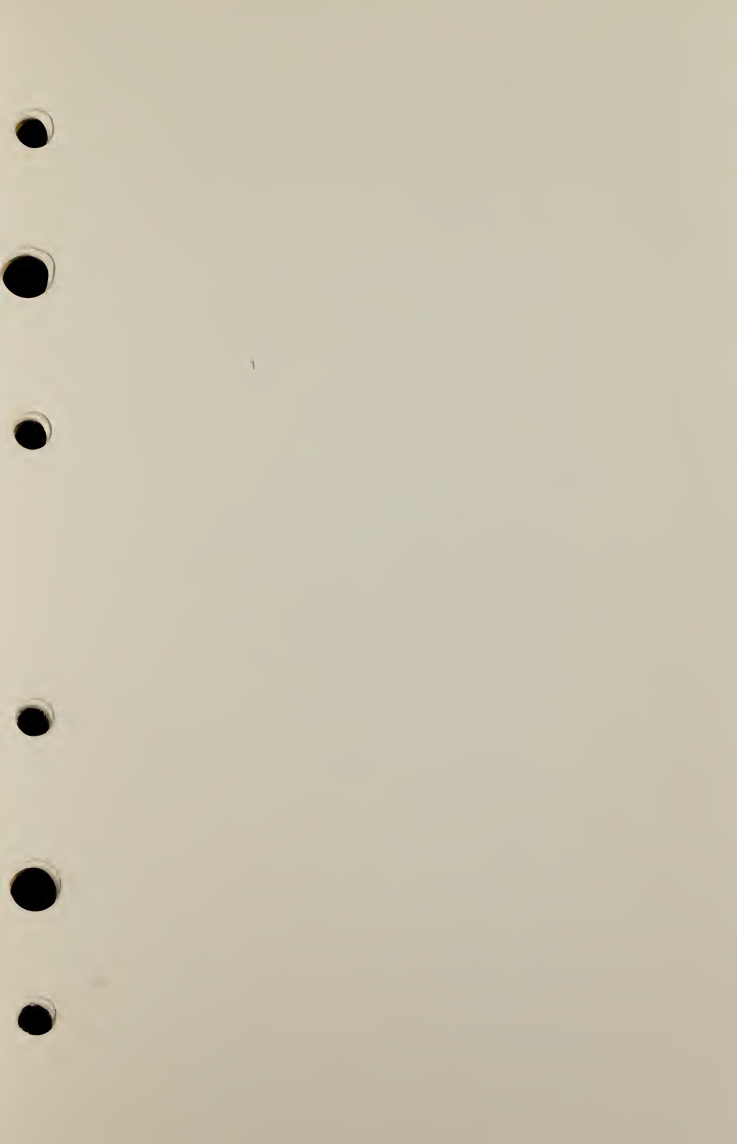
The working area must be protected by the display of the proper flags, cones and 'Men Working' signs and a Flagman stationed as per instructions from the employee in charge.

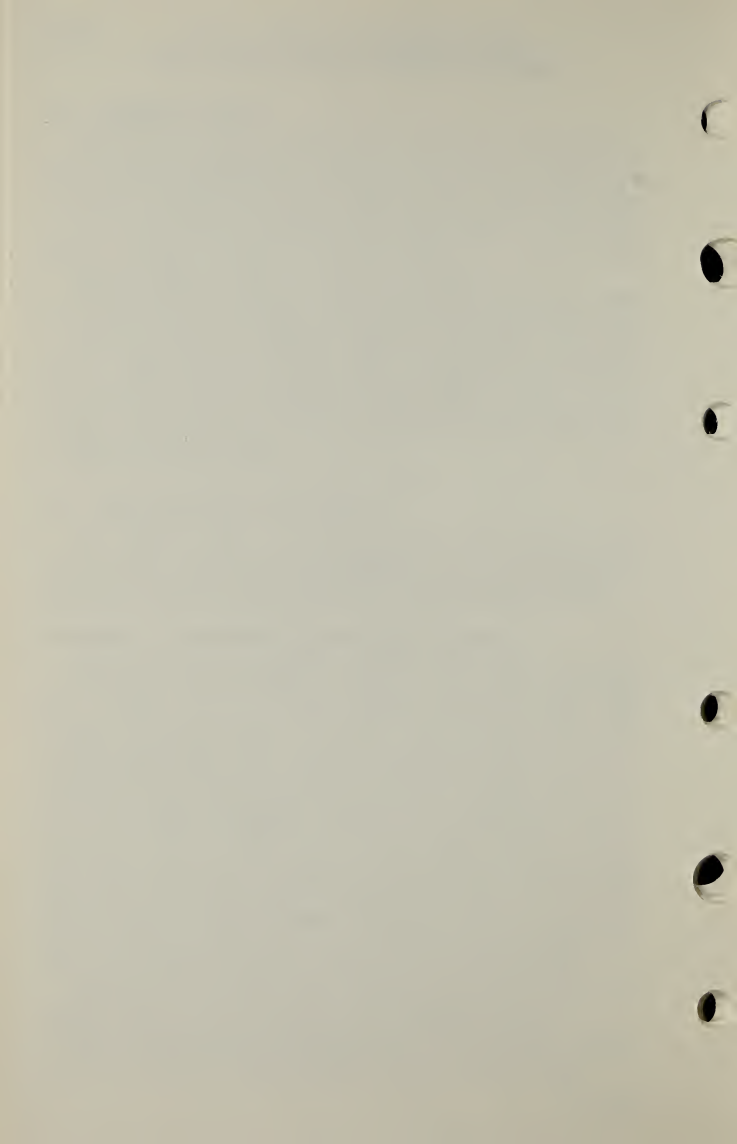
SPECIAL RULES FOR EMERGENCY CREWS

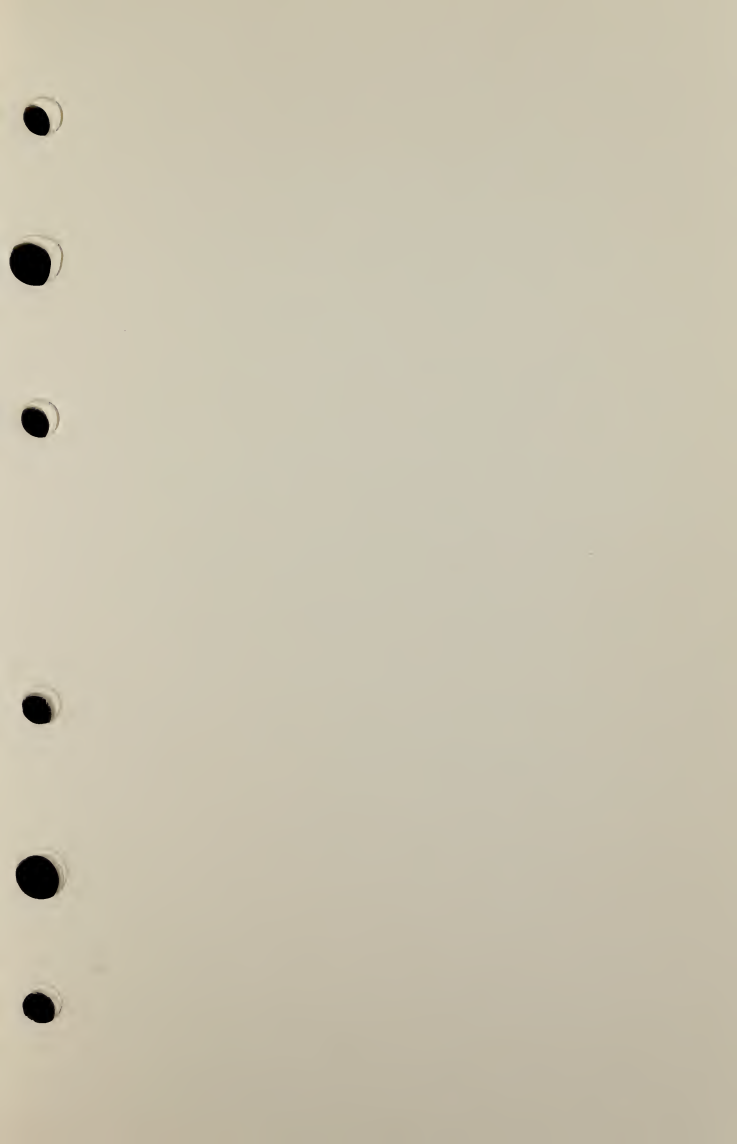
When it becomes necessary for Emergency Crews to obstruct rail vehicles, the Foreman in charge of emergency crew will bring a rail vehicle up to the point to be obstructed and hold vehicle in this area. Operator or Motorman must be told not to move vehicle until ordered to do so by an authorized person. A red lighted lantern must be placed between running rails. Only after the aforementioned has been accomplished will the emergency crew obstruct the rail to make repairs. When necessary to move rail vehicles before all work is completed, Foreman will ascertain that obstruction is clear, crew in a safe place, remove lantern between tracks and flag car through using a yellow flag or lantern. In order to continue repairs, the above described protection must again be implemented.

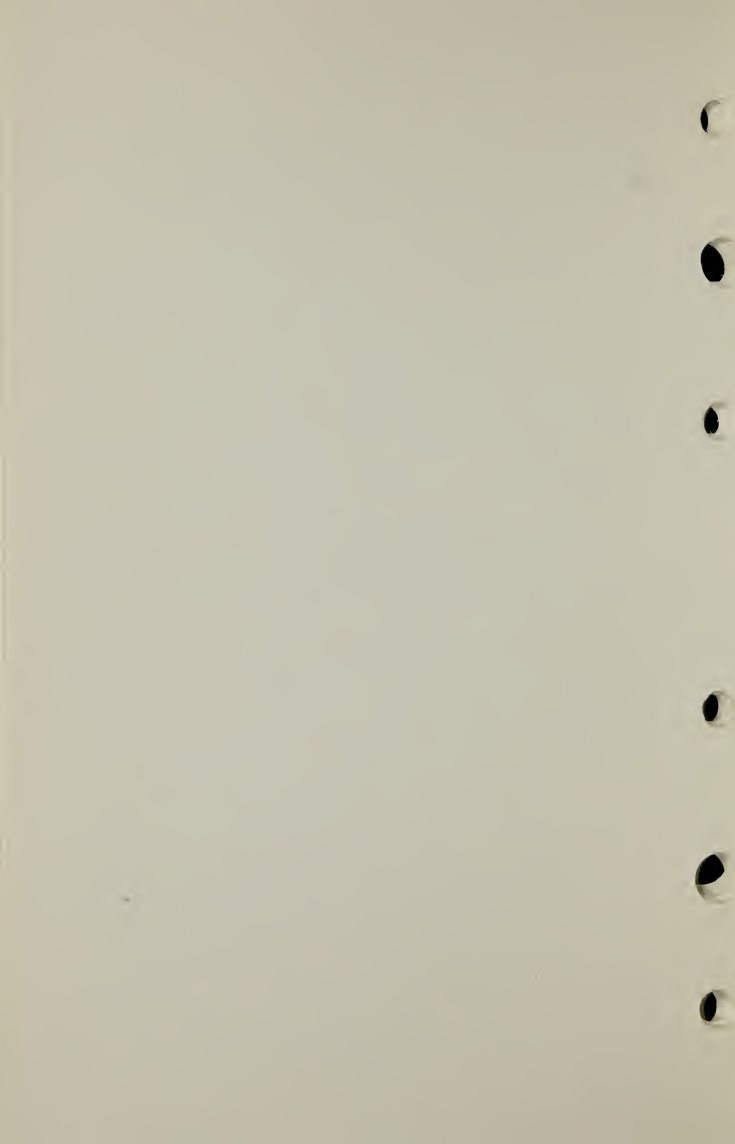
Normal service may be resumed after repairs have been completed and all obstructions and the lantern removed.

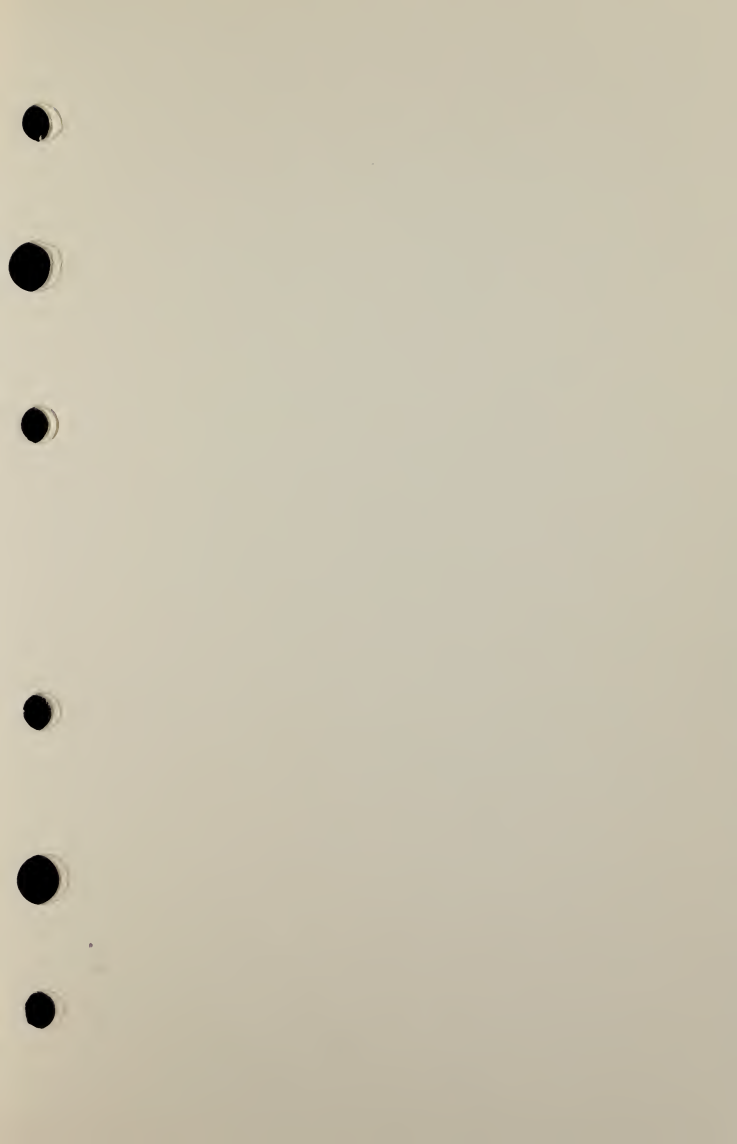
After service hours emergency crews must contact Central Control Dispatcher for permission to enter any rail area.

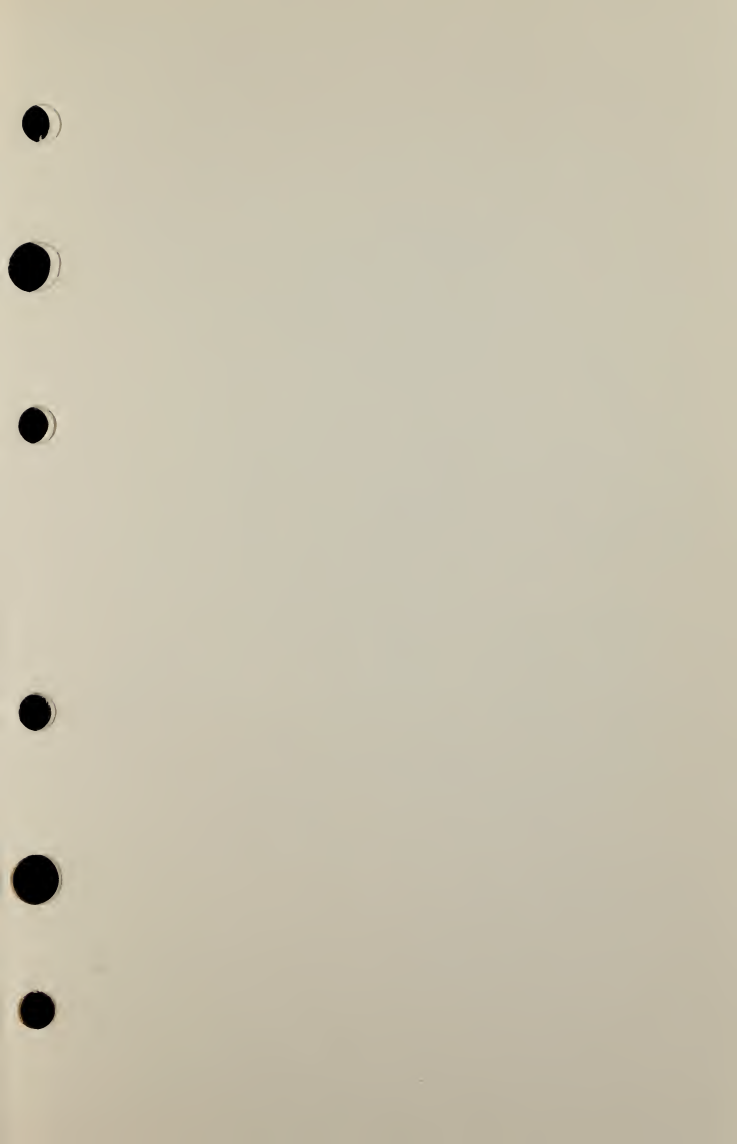


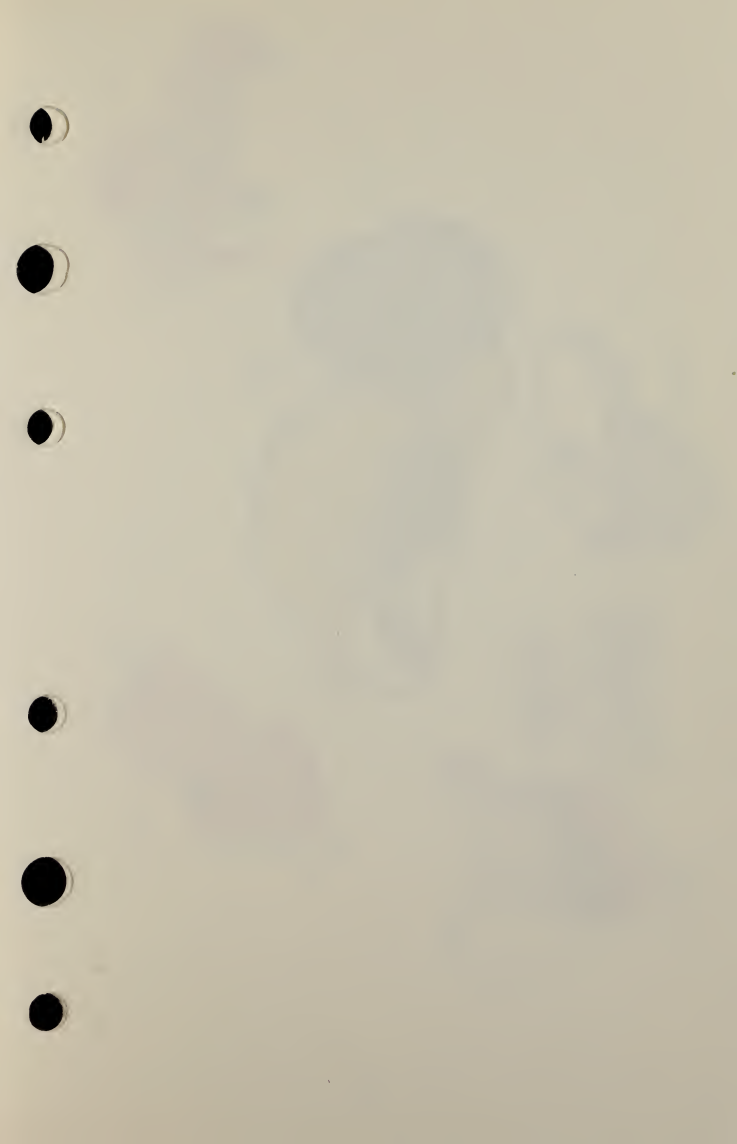














CAP

HARD
HAT

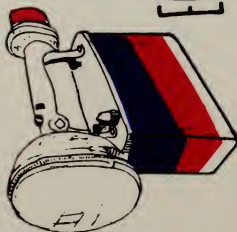


WHISTLE



VEST

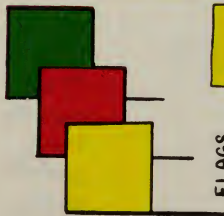
SAFETY EQUIPMENT



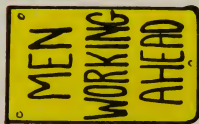
LANTERN



FLAGGING



FLAGS



SIGN



CONES



WHISTLE



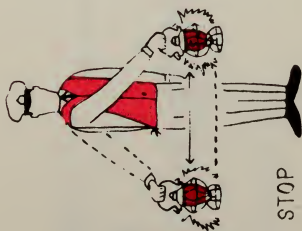
LANTERNS



PORTABLE TRIP STOP

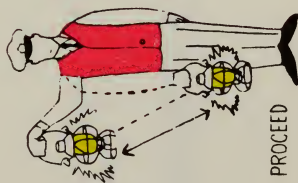
EQUIPMENT

HAND SIGNALS



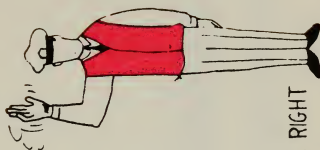
STOP

A MOTION ACROSS THE TRACK



PROCEED

A MOTION UP AND DOWN



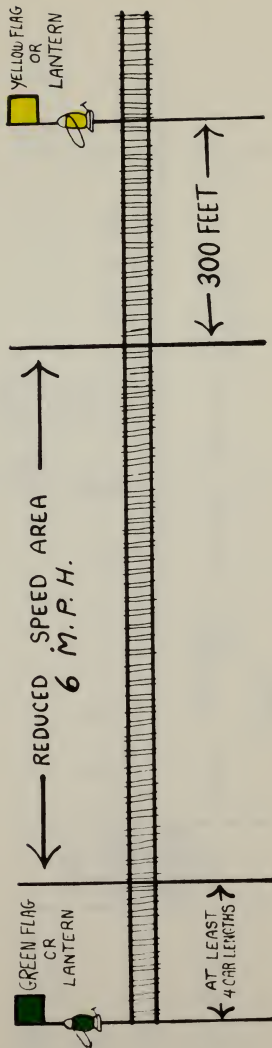
ALL RIGHT

WAVING THE HAND ABOVE THE HEAD

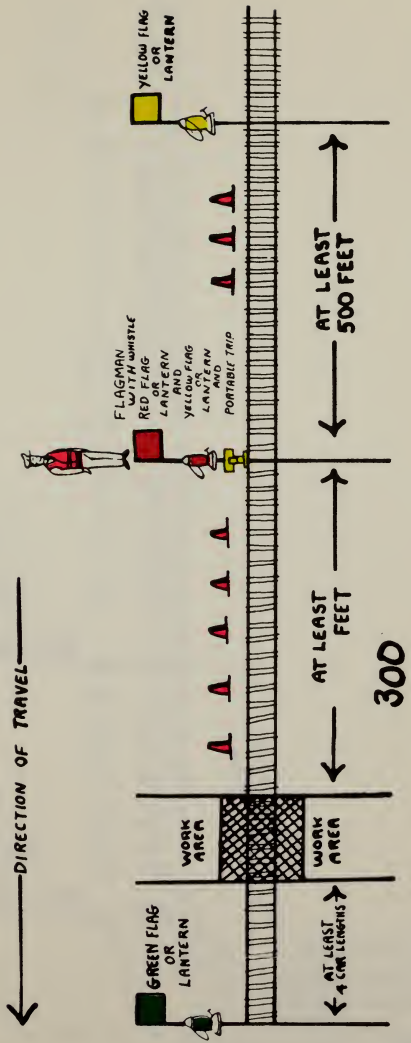
23M012 DMH

REDUCE SPEED AREA

← DIRECTION OF TRAVEL —

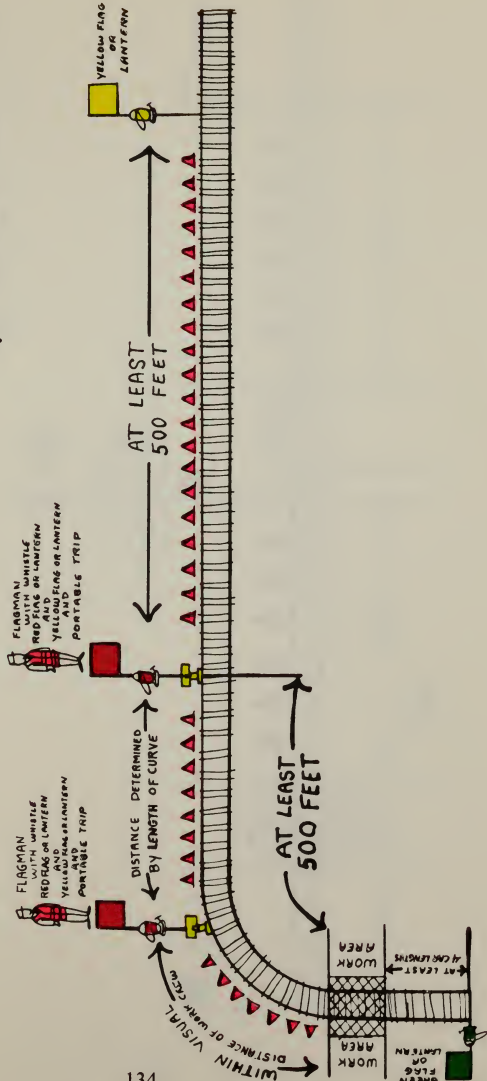


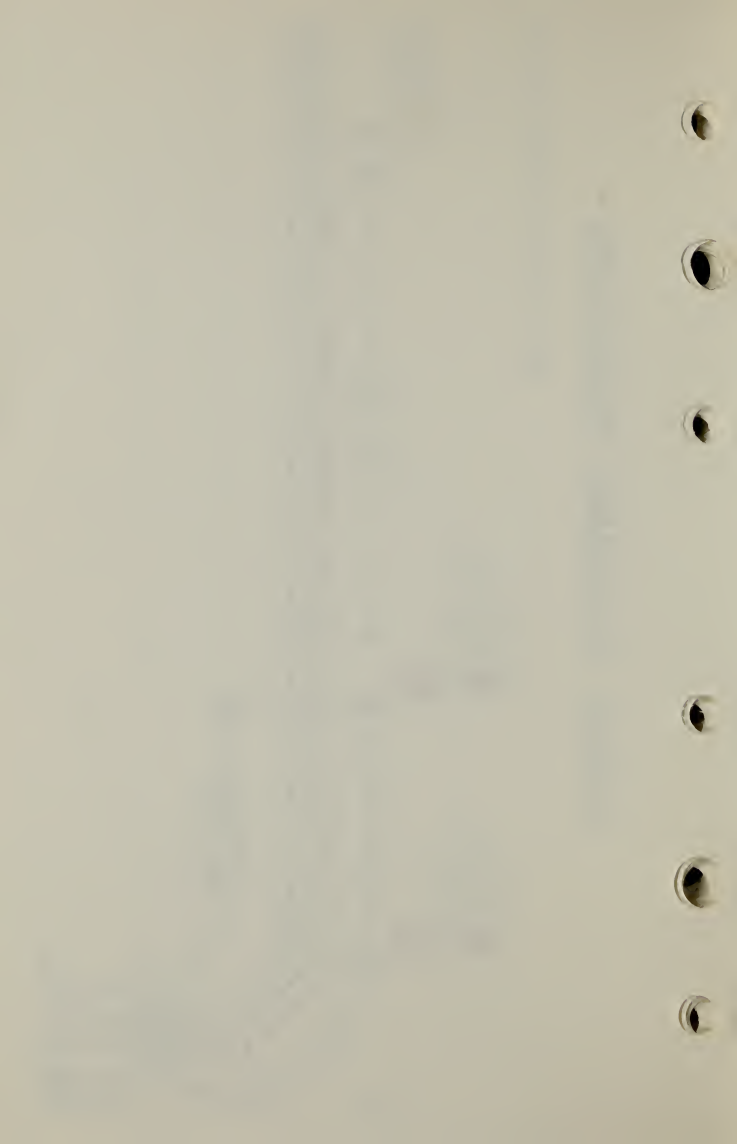
STANDARD FLAGGING PROTECTION



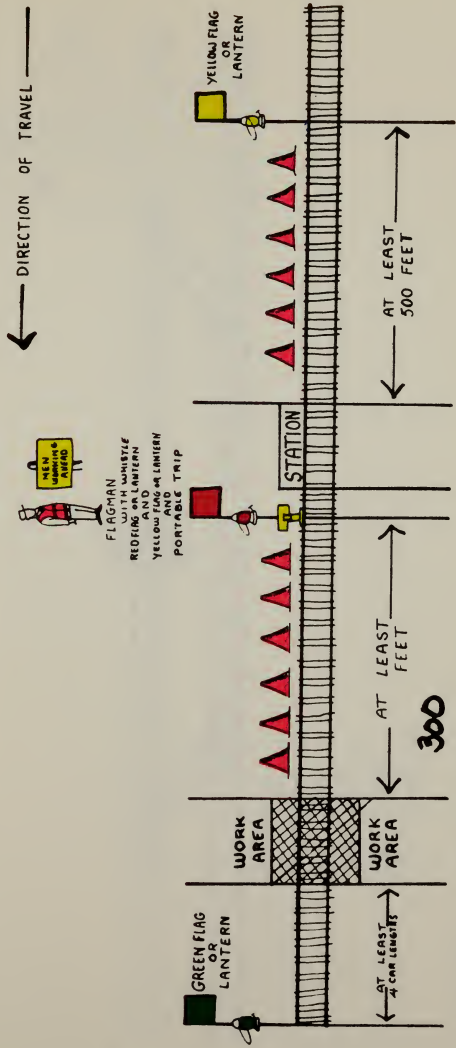
CURVE FLAGGING PROTECTION

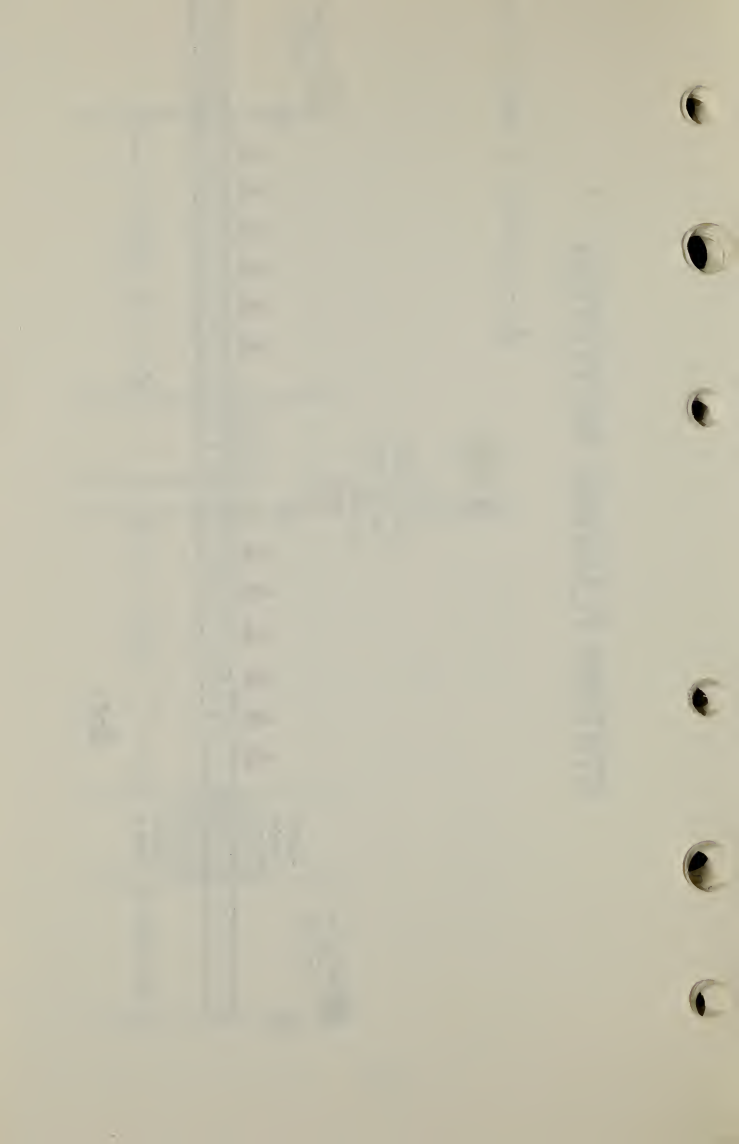
← DIRECTION OF TRAVEL





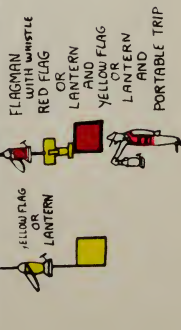
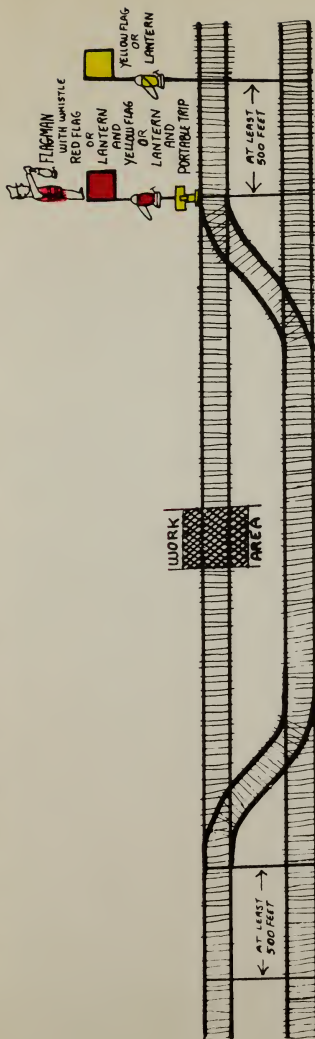
STATION FLAGGING PROTECTION





SINGLE TRACK FLAGGING PROTECTION

← DIRECTION OF TRAVEL —



— DIRECTION OF TRAVEL →

